

Employee Monitoring Policy

Replace every [bracketed] item before issuing.

1. Purpose

[Company] uses monitoring software on company owned equipment to protect company and customer data, to meet our legal and regulatory obligations, and to understand how work is distributed across teams. This policy explains what is collected, who can see it, and how long it is kept. It applies to all employees and contractors using company owned devices or company accounts.

2. What is collected

On company owned devices and company accounts, the following may be recorded: [list each category, for example: applications and websites used, active and idle time, periodic screenshots].

Collection takes place during working hours only. Monitoring software is installed visibly and appears in the list of installed applications on your device.

3. What is not collected

We do not collect the content of personal email or personal messaging accounts, we do not enable the camera or microphone, we do not monitor personal devices, and we do not monitor activity outside your working hours. We do not use monitoring data to evaluate individual performance for pay or promotion decisions.

4. Who can access it

Access is limited to [named roles, for example: the IT security team and the employee's own manager]. Requests to view an individual's record must be approved by [named role] and are themselves logged. You may request your own record at any time by contacting [email address], and it will be provided in full within [number] working days.

5. How long it is kept

Monitoring data is retained for [number of days] and then deleted. Data preserved for an active investigation or a legal hold is retained until that matter concludes.

6. How it is used

Monitoring data is used to investigate a specific security or policy concern, to meet regulatory obligations, and to understand workload at team level. It is not used to rank individuals, and an activity score is not a performance measure.

7. Your rights and questions

You may ask what is held about you, ask for it to be explained, and raise a concern about this policy without consequence, by contacting [email address]. Where state or national law gives you further rights, this policy does not limit them.

8. Changes

We will give at least [number of days] notice before changing what is collected. This policy was last updated on [date].

Acknowledgment

I have read the [Company] Employee Monitoring Policy dated [date]. I understand what is collected, who can access it, and how long it is kept, and I know who to contact with questions.

Name: _____ Signature: _____ Date: _____

State specific notice wording

Connecticut: Conn. Gen. Stat. 31-48d: prior written notice of the types of monitoring, posted conspicuously.

Delaware: Del. Code tit. 19, 705: one-time written or electronic notice acknowledged by the employee, or an electronic notice shown each day the employee accesses email or internet.

New York: N.Y. Civ. Rights Law 52-c: written notice on hiring, acknowledged in writing or electronically, plus a conspicuous posting.

Maine: 26 M.R.S. 600-A (as enacted): written notice of the types of electronic monitoring in use.

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