



UNIVERSITY OF TORONTO GOVERNING COUNCIL

Policy on Transparency in Electronic Monitoring

Approval Date	November 23, 2022
Approving Authority	Business Board
Effective Date	November 23, 2022
Responsible Office	Vice-President, People Strategy, Equity & Culture
Next Review Date	

PREAMBLE

This Policy on Transparency in Electronic Monitoring provides information regarding how, and in what circumstances, the University may electronically monitor employees, and the purposes for which the University may use information obtained through Electronic Monitoring.

APPLICATION/SCOPE

This Policy applies to all University employees. It is subject to the provisions of all applicable laws, employment contracts, collective agreements, and memoranda of agreement, and it should also be read in conjunction with all other applicable University policies and guidelines, including any of the foregoing related to Electronic Monitoring and use of electronic devices.

This policy does not provide employees any new privacy or other rights in relation to Electronic Monitoring. Nothing in this Policy affects or limits the University's ability to conduct, or use information obtained through, Electronic Monitoring. Nothing in this Policy is intended to amend or supersede any provision of any applicable collective agreement.

The term "**Electronic Monitoring**" refers to employee monitoring that is done electronically. It includes, but is not limited to:

- the use of GPS monitoring of University-owned vehicles
- the use of cards or fobs to access to University premises
- the use of video surveillance/closed-circuit television (CCTV)
- the use of information technology, digital assets, and systems.

POLICY

The University may monitor its digital and physical resources, and their usage, for the purposes of protecting, managing, and ensuring the security of those resources and the safety of the University community. The University's systems are capable of monitoring employees' access to, and usage of, University property, including information technology, digital assets, and systems. It is the University's intention to engage in Electronic Monitoring, or use data collected through such monitoring, in limited situations, such as those involving the following:

- health and safety concerns;
- security of University property, including information technology devices and systems;
- investigations;
- when required by law (e.g., court order); and,
- other situations with notice to employees (e.g., employees will be notified when a meeting is being recorded).

ASSOCIATED GUIDELINES/PROCEDURES

N/A

RELATED DOCUMENTS

- Employment Policies: <https://people.utoronto.ca/policies/>
- Collective Agreements: <https://people.utoronto.ca/agreements/>
- [Guideline on the Appropriate Use of Information Technology](#)
- [Policy on Information Security and the Protection of Digital Assets](#)

Should a link fail, please contact governing.council@utoronto.ca

REVISION HISTORY AND UPDATES

Date	Description of Change

KEYWORD INDEX

Electronic Monitoring

Video

Information technology security
