

## **6.8 Privacy of Information Technology (IT) Activity in the Workplace Policy**

**Introduction:** This Privacy of Information Technology (IT) Activity in the Workplace Policy outlines the guidelines and expectations regarding the monitoring of IT activity in the workplace. The purpose of this policy is to establish clear standards and procedures for the monitoring of IT related activity, while ensuring the privacy of employees is respected in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) of Alberta.

**Scope:** This policy applies to all employees, contractors, and visitors who have access to Foundation-owned equipment and systems, including but not limited to computers, phones, internet, and email.

**Policy:**

### **Monitoring of Employee Activity**

The Foundation does not engage in ongoing monitoring of employee activity on Foundation technology.

The Foundation does retain the right to monitor activity on Foundation-owned equipment and systems and any monitoring will be conducted in accordance with the FOIP Act and will be limited to the collection of information that is necessary for the Foundation's legitimate business purposes.

### **Use of Monitoring Information**

The information obtained through monitoring will be used for the purpose of ensuring compliance with Foundation policies, legal requirements, and the Foundation's legitimate business purposes.

The information obtained through monitoring will be kept confidential and only disclosed to authorized individuals, except where required by law.

### **Employee Privacy**

Employees have a right to privacy in their personal communications, and the Foundation will not monitor personal communications, unless required by law. The Foundation recognizes that employees may occasionally use Foundation-owned equipment and systems for personal use, however, employees must ensure that personal use does not interfere with their work responsibilities or compromise the security of Foundation-owned equipment and systems, or the privacy and confidentiality of the Foundation and its clients.

### **Complaints and Enforcement**

Any complaints regarding IT monitoring should be addressed to the Human Resources Department.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

The Foundation will comply with all applicable laws and regulations regarding the monitoring of employee activity.

**Conclusion:** The Foundation is committed to respecting the privacy of employees while ensuring compliance with Foundation policies and legal requirements. This policy establishes clear guidelines for the monitoring of IT related activity, and employees are expected to adhere to this policy. Any violations of this policy will be subject to disciplinary action.