Staff Monitoring Policy

Issue Date: 01.09.2026
Next Review: 01.09.2029

PURPOSE

Employee monitoring covers ongoing monitoring of employees' use of telephones, fax, e-mails, internet use, recording of images of employees by video and vehicle location monitoring. Monitoring may include the following (where appropriate):

- Checking e-mails to ensure the system is not abused
- Checking websites visited by employees using Company systems

MONITORING WITHOUT EMPLOYEES' KNOWLEDGE

ELATT will not monitor employees without their knowledge, unless ELATT has reason to believe criminal activity or extremely serious malpractice is taking place.

In such instances, any monitoring will take place under the guidance of the Police and will be carried out in accordance with UK GDPR and the Data Protection Act 2018, as amended.

MONITORING WITH EMPLOYEES' KNOWLEDGE

ELATT reserves the right to introduce monitoring from time to time. Prior to doing so, ELATT will:

1. Identify the purpose for which the monitoring is to be introduced
2. Ensure that the type and extent of monitoring is limited to what is necessary to achieve that purpose
3. Consult with affected employees in advance of introducing the monitoring
4. Weigh up the benefits the monitoring is expected to achieve against the impact on employees
5. ELATT will ensure employees are aware of when, why and how monitoring is to take place, and the standards they are expected to achieve

If disciplinary action results from information gathered through monitoring, the employee will be given the opportunity to see/hear the information in advance of the disciplinary hearing and make representations about it.

ELATT will ensure data collected through monitoring is kept secure, and access is limited to authorised individuals.

RECORDING OF MEETINGS

ELATT does not allow recording of private or 1:1 meetings for reasons of data confidentiality. This relates to routine 1:1 meetings; investigatory meetings; mediation sessions, and disciplinary and grievance hearings.

Recordings of public meetings such as student celebrations, full staff meetings or team meetings are encouraged for the purposes of sharing discussion content to team members who could not attend. In such cases meeting attendees must have the option of leaving the meeting if they do not wish to be recorded, and meeting attendees must ensure that during such meetings no confidential information relating to identifiable students, staff, volunteers or funders is divulged.

ACCESS TO PERSONAL DATA

Employees have the right to access personal data held about them. Please see our Data Protection Policy.