



**ELECTRONIC SURVEILLANCE IN SCHOOLS AND ON BOARD
PROPERTY**

This procedural guideline considers the duties of the HSCDSB under the *Education Act* and Regulations, acknowledges people’s right to personal privacy, complies with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and is aligned with the document *Bill 88, Working for Workers Act, 2022*

The Huron-Superior Catholic District School Board is committed to transparency with regard to electronic surveillance. “Electronic surveillance” refers to employee monitoring that is done electronically. The purpose of this procedure is to inform Huron-Superior Catholic District School Board (HSCDSB) employees on how the HSCDSB uses technology to monitor its technology resources in all its physical and virtual locations. This procedure is based on recent updates to Ontario’s Employment Standard Act.

The following table outlines the electronic surveillance technologies utilized by the Board:

Tool	Circumstance	How	Purpose
Vehicle Telematics / GPS	Fleet Vehicles	Sensors detect and report on vehicle location, vehicle maintenance, fuel consumption and driving statistics.	Fleet management and driver safety and security
Email	Continuous	Software monitors all email messages sent or received by addresses within the Board’s domain.	Network Security
Internet Usage	Continuous	Software monitors all internet use within the Board’s domain.	Network Security
Microsoft Teams	Continuous	Software records and stores all user activity and communication.	Software Functionality
Electronic Fob Key System	Each Scan	An electronic sensor creates a record each time an authorized user scans their key fob and enters the employer’s premises.	Facility Security