**PRIVACY POLICY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DOCUMENT DETAILS** | | | | |
| **Document Name:** | Privacy Policy | **Document No:** | |  |
| **Department Name:** | Human Resources | **Document Type:** | | Policy |
| **UPDATE DETAILS** | | | | |
| **Last Updated:** |  | **Updated By:** |  | |
| **Effective Date:** |  | **Approved By:** |  | |
| **Approval Date:** |  | **Approved By:** |  | |
| **Revision Date:** |  | **Approved By:** |  | |

**PURPOSE:**

The purpose of this policy is to ensure that all Employees understand the Company and their own personal privacy rights in the workplace.

**SCOPE:**

This policy applies to all employees employed by ................................

**RESPONSIBLE PERSONS:**

1. Operations Manager - Implementation and facilitation.
2. Operations Director/All managers - Administration, monitoring and

enforcement of this policy.

1. Employees - Adherence to this policy and

procedures outlined in this policy.

**POLICY STATEMENT:**

It is agreed between management and employees that this policy is not a unilateral change in the employment conditions of the employees of this company; and that the implementation of this policy is as a result of the required alignment of policies within .......................................

**POLICY:**

1. **POLYGRAPH TESTING**

Some jobs at [YOUR COMPANY NAME] fall within the exception to the prohibition against using polygraph tests for employment screening.

If the employee is being considered for promotion, applying for, transferring to a position for which polygraph testing is required, the employee will be notified in advance with the date, time and place of such testing.

In addition, if the employee is under suspicion in connection with an ongoing investigation of economic loss (embezzlement or theft for example) at [YOUR COMPANY NAME], the employee will be notified that a polygraph test is required and what the employee's rights are with respect to the test.

Refusal to submit to a legitimately requested polygraph test may be used as grounds for dismissal.

1. **MONITORING**

The employee's work output, whether it be computer files, paperwork, products, customer calls or customer interaction, belongs to [YOUR COMPANY NAME]. As such, that work output is always subject to review by [YOUR COMPANY NAME], whether it is on paper, stored electronically or in any other form. In addition, all computers, lockers, desks and any other business equipment belongs to [YOUR COMPANY NAME] and are subject to search or investigation.

1. **EMAIL AND COMPUTERS**

Email and other computer files provided by [YOUR COMPANY NAME] are to be used for business purposes only. Use of [YOUR COMPANY NAME] computer equipment for personal reasons is strictly prohibited and all computer passwords must be available to [YOUR COMPANY NAME] at all times. [YOUR COMPANY NAME] reserves the right to search, enter, and monitor the computer emails and files of any employee, without advance notice, for business purposes, such as investigating disclose of confidential business information, theft, personal abuse of the system or the monitoring of workflowandr productivity.

**EMPLOYEE POLICY CONFIRMATION:**

***I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name and surname), declare that;***

1. Ihave been familiarised with and informed of the Privacy Policy.
2. I understand and agree to the contents of this policy and that;

* it may be amended from time to time,
* it forms part of my employment conditions,
* the implementation and contents of this policy are mutually agreed upon with the employer,
* I have been given the opportunity to question this policy and that my questions were satisfactorily answered

1. I agree to strictly adhere to this policy.

Signed at \_\_\_\_\_\_\_\_\_\_\_\_ (place) on the \_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [YEAR].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Manager