



VICTORIA UNIVERSITY
IN THE UNIVERSITY OF TORONTO

VICTORIA UNIVERSITY

ELECTRONIC MONITORING POLICY

Approved by the Board of Regents, October 6, 2022

To request an official copy of this policy, contact:

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Electronic Monitoring Policy

PREAMBLE

Victoria University is committed to transparency with regard to electronic monitoring. “Electronic monitoring” refers to employee monitoring that is done electronically. This Electronic Monitoring Policy (the “Policy”) governs the University’s use of electronic monitoring.

This Policy is intended to outline the University’s electronic monitoring practices and should be read in conjunction with other University policies, guidelines or standards, including but not limited to:

- University of Toronto’s [Appropriate Use of Information and Communication Technology](#)
- University of Toronto’s [Guideline: Email Accounts for University of Toronto Staff, Faculty and Librarians](#)
- Victoria University Mobile Policy (**Appendix A**)
- The University of Toronto’s Electronic Monitoring Policy

APPLICATION

1. This policy applies to all employees, as defined by the Ontario *Employment Standards Act, 2000* (“ESA”). For clarity, “employee” under this Policy means only those employees of the University considered employees under the ESA.

ELECTRONIC MONITORING PRACTICES

2. The following outlines the electronic monitoring technologies utilized by the University, and the purposes for which information obtained through electronic monitoring may be used by the University:
 - (a) **IT Security Software.** This type of software tracks and triggers events arising from suspicious or risky activities. Examples are Anti-Virus/Malware software as well as firewalls.
 - (b) **Email Tracking.** In cooperation with the Information Security group at University of Toronto, tracking of email messages occurs when there is evidence of fraud or similar activities or where warranted by law enforcement.
 - (c) **Electronic Key System (fob, swipe card, etc.).** The records will only be authorized for release by the CAO or designate upon evidence of wrongdoing, break and enter or risk to person(s).

- (d) **Endpoint Threat Detection and Response.** Device management is done through Microsoft Intune as well as Anti-Virus/Malware software. For mobile devices, Find My Device can be used to track the location of a device
 - (e) **CCTV/Video Camera Systems.** Video footage is stored for a specific number of days. Release of such footage is only permitted after written approval from the CAO or designate and only upon confirmation of a suspicious or inappropriate incident.
2. If the University perceives any illegal activities, it will defer to the appropriate authorities. Access to electronic information will be at the discretion of the appropriate authorities with the approval of the CAO or designate.
 3. Nothing in this policy affects or limits the University's ability to use information obtained through electronic monitoring providing such electronic monitoring devices are added to this policy in advance and with appropriate notification to every employee.
 4. The University respects the right to privacy of all employees. Information collected will only be used when there is sufficient evidence of illegal activities or where law enforcement or judicial inquiries require the University to release its information.

POSTING, NOTICE AND RETENTION

5. The University shall provide the website link to this Policy to each current employee of the University within 30 calendar days of implementation.
6. Any new employee will be informed of the existence of this policy at the time of hire.
7. Should any amendment(s) be made to the Policy, the University shall update the policy on its website and notify each employee of the amended Policy within 30 calendar days of the amendment(s) being made.
8. The University shall retain a copy of this policy for three (3) years after the policy ceases to be in effect.

Policy Prepared on: October 6, 2022

Policy amended on: N/A



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Mobile Communications Device Agreement

Re: Employee/Contractor Agreement Concerning the Use of University-Provided Portable Electronic Communications Resources

I hereby certify that I am the recipient of the following University-provided portable electronic communications equipment and/or services, and I agree to abide by the terms of this agreement for all subsequent upgrades of any assigned equipment and/or services.

1. The following employee, _____ is authorized for a portable electronic communication device.

Department Head Signature: _____ Date: _____

Bursar's Signature: _____ Date: _____

2. Check the Equipment/Service Issued:

Laptop Smartphone Tablet Other: _____

Asset ID/Number: _____

Model type: _____

Date Issued: _____ Date Returned: _____

3. Check the Box(es) Applicable to the Resource(s) the Employee/Contractor Has Been Issued:

Equipment. I agree that this equipment is to be used primarily for official University business, and that any personal use of the equipment will be incidental in nature. I agree to reimburse my department for any personal use of this equipment that results in noticeable incremental costs to the University and will exercise appropriate care and caution when using the equipment, in accordance with the policy and procedures set forth in the Financial Management Procedure Manual and Guidelines for the Purchase and Use of Mobile Communications Devices for Victoria University. In addition, I understand that all records related to the purchase, use, and disposition of this University-owned equipment, including cell phone numbers and statements, are the property of the University.

I further understand that I am responsible for safeguarding the equipment, including any data on the equipment, and controlling its use. If the University determines that there is no longer a business need for me to possess such equipment, I will return the equipment. Likewise, if I separate from University employment or am no longer in service to the University, I will promptly return the equipment to my department.

Services. I agree that this service is to be used primarily for official University business, and that any personal use of the service will be incidental in nature. I agree to reimburse my department for any personal use of this service that results in noticeable incremental costs to the University, in accordance with the policy and procedures set forth in the Financial Management Procedure Manual and Guidelines for the Purchase and Use of Mobile Communications Devices for Victoria University. In addition, I understand that all records related to the purchase and use of this University-provided service, are the property of the University.

I further understand that if the University determines there is no longer a significant business need for me to utilize this service, the University will discontinue its funding of the service. Likewise, if I separate from University employment or am no longer in service to the University, the service will no longer be paid for or reimbursed by the University.

Name: _____ Title: _____

Employee Signature: _____ Date: _____

Completed by: _____ Date: _____