

## **Insider Magazine Midlands**

### **Keeping a Digital Eye on Employees**

#### **Appropriate IT Usage**

An increased prevalence of hybrid working has blurred boundaries between employees' work and personal lives. It is essential that employers have tools in place to ensure that all IT usage and online activities are appropriate, outside of the physical workplace.

#### **Monitoring & Management**

Employers may also wish to digitally monitor a number of factors in the workplace to safeguard both the company and its employees. This could include activities which ensure information security, prevent data breaches, assess performance against targets, monitor compliance with company policies and procedures and manage workplace safety.

#### **Legal and Ethical Essentials**

Any digital monitoring must balance the employer's legitimate business interests with employees' right to privacy and legal requirements. Under the UK GDPR, personal data can only be processed if there is a lawful basis for doing so – for example because an employee has consented or because the processing is necessary to fulfil a contract. Data processing should also be proportionate, meaning targeted, transparent, necessary and minimally invasive.

#### **Protecting Privacy**

Employers should not assume that employees have consented to any monitoring, without providing express consent. A signed a contract of employment is not sufficient. Through policy documents or privacy notices, employers should ensure that employees are explicitly notified about monitoring and informed what is being monitored, why and how the information will be used.

#### **Simon Bond, Director, Bond Legal Limited**

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