



GPS Policy

PURPOSE

Vulcan County is dedicated to the health and safety of its employees, as well as the protection of its properties, both physical and intellectual. The use of GPS for tracking Vulcan County property allows us to achieve these important aspects of security.

1.0 DEFINITIONS

Global Positioning System (GPS): a navigational system using satellite signals to fix the location of a radio receiver on or above the earth's surface (Merriam-Webster Dictionary).

Personal Information: means information about an identifiable individual. For example, personal information may include your: name, address, telephone number, e-mail address, age, date of birth, birthplace, weight, height, gender, marital status, race, ethnic origin, citizenship, blood type, medical history, DNA code, biometric identifiers, educational, employment or criminal history, income, financial history, purchases, spending habits, unique identification numbers or account numbers.

2.0 GUIDELINES

The GPS Policy shall apply to Vulcan County, its employees, volunteers, and any individuals operating county owned vehicles and equipment for county business.

Monitoring through GPS units will be limited to legitimate County business purposes with the overall intention of managing productivity, employee safety, asset management, assisting in quick responses, routing

organizational traffic, ensuring promptness, and if required – performance management.

The County will use GPS for the following purposes and examples:

- ▶ Managing productivity: dispatching, locating and routing employees to job sites;
- ▶ Ensuring safety: tracking an employee who doesn't arrive at his/her destination or identifying employees who require assistance or who need more driver training;
- ▶ Protecting and managing assets: locating missing or stolen vehicles and obtaining odometer readings for vehicle maintenance; and
- ▶ Improving ratepayer or department service: notifying drivers of schedule changes and providing more accurate vehicle-arrival or activity information for ratepayers or internal reporting or budgetary purposes.
- ▶ Complaint Resolution: if in the event that a complaint is received and/or an investigation must be conducted.
- ▶ During a state of local emergency for routing or tracking and also when providing mutual aid to another entity for sharing of GPS data
- ▶ Performance management.

GPS units will be used on County vehicles and equipment as necessary, and will be capable of tracking the location and speed of the vehicle. GPS devices are intended to act as both a tool to assist employees, and a tracking system for County-owned property.

Monitoring will occur any time the unit is in use, this includes but is not limited to regular working hours, and scheduled over-time hours. Employees are prohibited from turning off the GPS device during regular working hours. Failure to turn on or leave on GPS's during scheduled working hours or turning a GPS device off may be cause for disciplinary action up to and including termination.

Information obtained by these devices will be kept confidential. The information collected will only be disclosed for legitimate County purposes, and any information that is disclosed will be limited to the information needed to complete County business.

The installation of a GPS in an employer's vehicle(s) does not violate the privacy rights of employees as set out in the *Freedom of Information and Protection of Privacy Act* (FOIP). Employees have the right to challenge any actions that may be taken by Management relating to, or arising from, the installation and use of GPS; by exercising any and all rights under County policies and procedures and/or relevant legislation.

In the event that an employee is found to be in violation of this policy the employee may be subject to disciplinary action up to and including termination of employment.

Employees who operate County owned vehicles that use GPS will be required to sign an acknowledgment that they understand the County's use of the GPS and subsequent collection and use of their personal information. Refusal to sign the acknowledgement form will result in the employee being dismissed with cause, as it will constitute a frustration of the employment contract.

If an employee's historical activity is viewed/used as part of an investigation, the employee will be notified that their personal information within the GPS data was and may be reviewed, at such time that it will not jeopardize the investigation.

3.0 PERSONAL INFORMATION PROTECTION ACT

Any personal information collected through the use of GPS devices will be used and stored in accordance with FOIP standards.

Vulcan County will ensure the accuracy and completeness of the information collected whenever the information will be used for performance management or any other actions as identified in this policy.

Vulcan County will use every reasonable safeguard to protect the information being collected by GPS units for unauthorized collection or access, use, disclosure, copying, modification, loss or destruction. Vulcan County has implemented the following safeguards:

- ▶ Employees with access to software log onto their computers with their unique username and password

- ▶ Access to the software is authorized by Department Director or Chief Administrative Officer
- ▶ The historical GPS Data is part of our corporate backup system which takes snapshots every business hour and stored in two separate locations
- ▶ Limited GPS Data will be provided in a mutual aid situation. This data will be limited to real time location data only, no historical data or logs will be kept by the partnering municipality.

Vulcan County will retain the information it collects from the GPS units for as long as it is reasonably required for business purposes. When the information collected is no longer required for business purposes Vulcan County will remove any personal identifiers and destroy the records in a secure manner.

In accordance with FOIP, any employee may make a written request to the FOIP Coordinator to review their own personal information that is on file. The request should include the person's full name, employee number, contact information and the details of the information the employee is requesting for review. Vulcan County will provide the information requested within 30 days of receiving the request.

Upon receiving and reviewing personal information on file, if the employee feels the information is not correct or there are inaccuracies the employee may make a written request for the information to be reviewed. The request should include what is not accurate, the desired corrections and proof/evidence to support the claim. The FOIP Coordinator will respond to the request for correction within 45 days and notify the employee in regards to whether or not any corrections were made and why this decision was reached.

4.0 DISCIPLINARY ACTION

In the event of a violation of this policy, Vulcan County may pursue disciplinary action up to, and including termination of employment.

Employees who witness violations are required to report the infraction to their supervisor, or the Chief Administrative Officer.

5.0 LEGAL COMPLIANCE

The provisions of this policy are subject to any federal, provincial, territorial or local laws that may prohibit or restrict their applicability, and shall be conducted in accordance with and limited by such laws notwithstanding any terms of this policy to the contrary.

Effective: January 14, 2015

Approved by County Council

Cross Reference: MTN 2015-01-07

Page 6 of 6

Amended: MTN 2015-02-19
MTN CC 2017-09-13-15

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the GPS Policy of Vulcan County. I agree to the use of GPS in company owned vehicles, the collection of information by the GPS and I agree to adhere to this policy and will ensure (if applicable) that employees working under my direction adhere to this policy. I understand that if I violate the rules of this policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____