

EMPLOYEE MONITORING POLICY

Employee Monitoring Policy

1. Purpose

This policy, issued by WintegoSPY Software, LLC, outlines the monitoring of company devices to:

- Ensure productivity and compliance.
- Prevent security breaches.
- Protect company assets.

2. Monitored Activities

Includes:

- Communication logs (emails, calls).
- App and internet usage.
- Location tracking for remote work.

3. Monitoring Scope

- Applies only to company-owned devices or with consent.
- Tools may include tracking software and screen captures.

4. Employee Rights

Employees can:

- Request details about collected data.
- Report concerns.
- Withdraw consent for personal devices.

5. Data Security

Collected data will be:

- Encrypted and securely stored.
- Accessible only to authorized staff.

6. Compliance

The company follows all privacy laws and prohibits using monitoring for non-work-related activities.

Acknowledgment

By signing, employees agree to the terms of this policy.

Issued By:

WintegoSPY Software, LLC

Name: _____

Signature: _____

Date: _____

Employee:

Name: _____

Signature: _____

Date: _____

End of Policy