CHECKLIST · BUSINESS

Workplace monitoring has outrun the law, UTS report says

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- [ ] **List every monitoring tool you use.** Include laptop software, vehicle GPS, cameras, and any AI features switched on in your phone, call or productivity systems.
- [ ] **Write down why each one is there.** Under the test the UTS report proposes, keeping an eye on staff isn't a specific enough reason.
- [ ] **Check for a less intrusive option.** For office attendance, a sign-in system may do the job instead of location tracking.
- [ ] **Give written notice in the ACT and NSW.** The ACT generally requires it at least 14 days before surveillance starts, plus good-faith consultation. In NSW, give 14 days' written notice before monitoring staff email or internet use.
- [ ] **Keep each tool's data to its purpose.** Don't use safety camera footage for performance reviews.
- [ ] **Set a deletion date.** Decide how long monitoring data is kept, and delete it on schedule.
- [ ] **Let drivers switch off after hours.** If a work vehicle with GPS is also used privately, give them a way to turn tracking off.

NOTES

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.