

## **Summary of Changes to the Use of Locating Systems in Vehicles and Devices Policy**

On 15<sup>th</sup> September 2015, the Finance, Policy and Recourses Committee approved the revised Use of Locating Systems in Vehicles and Devices Policy and for it to be moved from a Corporate Policy to HR & Customer Service Policy.

Technology around locating systems has developed over the past few years and more Council services are looking at using such systems eg using 'real time' systems enables Services to look at live data from the system and divert resources to complete a task or to respond to a customer in 'real time' or Services could 'switch on' the GPS function in some existing technology such as mobile telephones or tablets. To help ensure the maintenance of trust and to protect the interests of both employees and the Council, the revised policy provides clarity over when the information recorded from such systems will or may be used.

The key changes made to the policy are as follows:

- i. The policy now sets out 6 core principles.
- ii. The provisions of the policy have been split into:  
**Informing employees** – this section specifies the requirement on Services to ensure that all relevant employees are informed about the scope and usage of any locating system(s) and of the policy and its provisions.

**What the information may be used for** – this section makes it clear that the primary uses of information recorded by any form of locating system are:

- Employee **health and safety**, eg lone working.
- Managing **service performance**, eg monitoring utilisation and efficiency or measuring legislative compliance.
- In connection with any **complaints** received from the public.

This section now also specifies that there may be occasions where the Council requires to access specific information concerning a **performance or conduct issue in relation to an employee** (not minor) as part of a performance or conduct investigation. This new section will provide clarity to managers and employees on when such information may be accessed and assurance that locating systems will **not** be used to monitor the general whereabouts of employees.

- iii. The access, storage and retention of data and records sections have also been revised to ensure legal compliance. This section now also reflects that locating systems will differ across Services and as a result different access requirements and information needs will exist and it now specifies Service responsibilities. A proforma has also been created for Officers to complete in order to access data in relation to an issue or concern which falls within the provisions of the policy. The completed proforma requires authorisation from a 3<sup>rd</sup> Tier Officer or Head of Service or Director.
- iv. Finally, minor updates to terminology etc have been made.