

# Employee GPS Tracking Policy

**GPS TRACKING POLICY FOR (*Company Name*) \_\_\_\_\_**

## **STATEMENT OF PURPOSE AND OVERVIEW**

The purpose of this GPS Tracking Policy is to define criteria for protecting (*Company Name*) \_\_\_\_\_ property and interests, as well as to ensure transparency regarding the employee data it intends to collect and use.

(*Company Name*) \_\_\_\_\_ will communicate and inform employees about

- The categories of data it will collect
- How the data will be used
- How the data will be protected
- Who will have access to the data
- How long the data will be kept.

This Policy constitutes an official notification and it is in compliance with (*Privacy Law*) \_\_\_\_\_

By acknowledging this Policy, (*Company Name*) \_\_\_\_\_ employees give their consent to GPS-tracking practices outlined herein.

## **DEFINITION**

(*Company Name*) \_\_\_\_\_ is committed to employee and traffic safety, and GPS can help with both aspects.

GPS is a satellite tracking system that is installed in the vehicle to monitor it during operation.

This system keeps track of

- Traveling speed
- Time of arrival
- Length of stop
- Idling time
- Location of the vehicle at every stop
- Use of seatbelts
- Vehicle mileage
- Acceleration and deceleration
- Rapid starts, also known as jackrabbit starts.



A GPS tracker can also come in the form of an app installed on a mobile device, capable of accurately determining the location, speed, distance, and exact time for each location, as well as vehicle mileage.

All employees who drive vehicles equipped with GPS are expected to comply with all governmental regulations related to the operation of motor vehicles. Similarly, all employees who use devices on which a GPS-tracking app has been installed are expected to adhere to their contractual obligations.

**PRIVACY PROTECTION**

(Company Name) \_\_\_\_\_ will collect, process, and store only relevant and necessary data, including:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The GPS solution will be used to track employees' vehicles or devices only when they're at work. The moment they clock out, the monitoring will stop.

Only the people in the following positions will have access to your data:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(Company Name) \_\_\_\_\_ will keep this data (how long) \_\_\_\_\_ and after that period (explain what will happen - will you destroy, archive it, or something else) \_\_\_\_\_

Therefore, employees' privacy rights are fully protected with this Employee GPS Tracking Policy.

Date: \_\_\_\_\_

Employee's signature: \_\_\_\_\_

