

POLICY ON THE INTRODUCTION AND USE OF C TRACKING DEVICES IN COUNCIL VEHICLES

C Tracking System

1. In 2009 the Council took the decision to introduce C Tracking devices into a number of its vehicles in the Security Force and Environmental Protection Departments. This policy covers the acceptable use of these devices.
2. The C Tracking system uses GPS satellite technology to track the whereabouts of a vehicle fitted with such a system. As well as supplying real time vehicle location and historical movements, the system provides the following benefits:
 - Departments are able to obtain significant performance management information on the performance of their fleet.
 - Information can be provided that can be used to prove that core work has been carried out, if complaints are received, and information can also be made available to the public, via the Council's Contact Centre, should disruption of operational activities arise.
 - Information can be provided which can help to identify the most practical, economical and therefore financially beneficial solution to service delivery for the benefit of the Council and residents.
 - The system can also be used to substantiate claims for external funding where such projects are entered into by the Council.
 - The system provides a mechanism for identifying and locating the whereabouts of Council staff that may need to be contacted in an emergency.
 - Information is provided which can be used to diminish the vulnerability of lone workers.
3. The purpose of this Policy is to ensure that the C Tracking system is used appropriately, and for the purposes for which it was installed. Such purposes may include the provision of information where relevant for the conduct of disciplinary, grievance and capability procedures.

Scope of Policy

4. The Policy relates to all Council employees who use C Tracking devices to monitor Council vehicles, and to all employees who drive or are passengers in such vehicles. The Policy is commended to Schools for their individual adoption.

5. The policy should be read and understood in conjunction with all other relevant Council procedures, in particular the Council's Information and ICT Security Policy.

Introduction and use of C Tracking devices

6. No C Tracking device will be fitted to a council vehicle, unless an appropriate business case is established for the use of such a device.
7. If it is intended to fit C Tracking devices into any Council vehicle, this information will be provided in advance to the relevant Trade Unions for their information.
8. If it is intended to fit C Tracking Devices to any Council vehicle, all Council employees whose movements and performance could be monitored.
9. by such devices will be informed of this decision in advance of the installation. Affected employees will be provided with an explanation of how the system will be used and how personal information that is gathered from the system will be securely stored. Affected employees will be provided with a copy of this policy.
10. All employees whose movements and performance could be monitored by the use of C Tracking will have the right to view the system in operation by prior arrangement with their line manager.
11. All information that is obtained from the use of C Tracking will be held in a safe and secure manner, which observes the principles of the Data Protection Act.
12. Information obtained from the System will only be used for the purposes for which it was intended, as set out in the original business case. Any misuse of such information will be subject to appropriate disciplinary procedures.
13. In addition to the above, information obtained from the system may be used in Disciplinary, Grievance and Capability Proceedings where its relevance to the matter in question can be established. Where it is intended to use such information in Proceedings, the Procedures relating to the advance disclosure of such information will be adhered to. Individuals against whom such information may be used in such Proceedings will have the right to interrogate the system for any counter evidence or mitigating evidence that they wish to advance. The use of evidence gathered from C Tracking systems in Disciplinary proceedings will be used responsibly and restricted to those instances where misconduct of a more serious nature is being alleged.

14. Interference with the System for the purpose of distorting the information available to the Council will be considered a serious disciplinary offence.

Appeals Procedure

15. Any individual who believes that the system is being used inappropriately, and not for the purposes for which it was introduced, will have the right to challenge this use under the Council's Grievance Procedure. Such individuals will have the right to be represented in this Procedure by a trade union official or colleague.

Review of Policy

16. The Policy will be reviewed by the Personnel Director on an annual basis. Any proposed amendments will be subject to full consultation with the appropriate trade Unions.