CCTV and Workplace Monitoring Acknowledgement

Notice and consent for employees and candidates.

COMPANY

HR CONTACT EMAIL

Employee or candidate

FULL NAME

EMAIL

EMPLOYEE ID (IF ANY)

PHONE

LOCATION

AREAS COVERED BY CCTV

FOOTAGE KEPT FOR (DAYS)

AUDIO RECORDED?

What this covers

The company uses CCTV for safety, security and investigating incidents. It may also monitor company email, devices and networks to protect its systems and data.

- Cameras are never placed in toilets, changing rooms, rest rooms or lactation rooms.
- Footage is viewed only by authorised staff and shared outside the company only with police or under a legal requirement.
- Personal devices are not monitored, except company apps installed with your agreement.
- Signs mark every monitored area.

Consent

☐ I have read this notice and the company's monitoring policy.

Data is processed under the Digital Personal Data Protection Act, 2023. You may ask HR for a copy of what is held about you, ask for corrections, and raise a grievance with HR or, if unresolved, the Data Protection Board of India.

Employee or candidate

SIGNATURE

PRINTED NAME

DATE

Company

SIGNATURE

PRINTED NAME

DATE