

Location-Based Time Tracking Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template provides general guidance on GPS and geofencing time tracking. Privacy laws and surveillance legislation apply. Ensure compliance with state workplace surveillance laws and Australian Privacy Principles.

1. Purpose

This policy establishes guidelines for using GPS and geofencing technology to verify employee attendance at [Company Name]. It ensures accurate time records while maintaining appropriate privacy protections.

2. Scope

This policy applies to:

- Employees using mobile time tracking apps
- Employees working at multiple sites
- Mobile and field-based workers
- Any employee subject to location verification

3. What is Location-Based Tracking?

3.1 GPS Tracking

Global Positioning System technology that captures location coordinates when clocking in or out.

3.2 Geofencing

Virtual boundaries around work locations that verify employee presence within the designated area for clock-in/out.

4. When Location Tracking Applies

4.1 Clock-In/Out Only

- Location captured at clock-in and clock-out
- Not continuous tracking during shifts
- Verifies presence at work location

4.2 Applicable Situations

- Mobile app time recording
- Multi-site operations
- Remote and field work
- As specified for your role

5. Geofenced Locations

5.1 Defined Areas

- Work sites have defined geofence boundaries
- Boundaries set at appropriate radius
- Accounts for workplace size and parking

5.2 Multiple Sites

- Each site has own geofence
- Employees can clock in at authorised sites
- Site recorded with time entry

6. Privacy Protections

6.1 Data Collection Limits

- Location captured only at clock-in/out
- No tracking outside work hours
- No continuous location monitoring
- Personal device location not accessed

6.2 Data Use

Location data is used only for:

- Verifying attendance at work location
- Time and attendance records
- Payroll processing
- Not used for performance monitoring

6.3 Data Security

- Location data stored securely
- Access limited to authorised personnel
- Retained only as required by law
- Deleted when no longer needed

7. Employee Consent

- Employees informed of location tracking
- Consent obtained as required by law
- This policy forms part of notification
- Questions addressed before implementation

8. Enabling Location Services

8.1 App Requirements

- Enable location services for time app
- Required only when clocking in/out
- Can disable outside work hours

8.2 Technical Support

- IT support available for setup
- Instructions provided to employees
- Alternative methods if unable

9. Outside Geofence Clock-In

9.1 When Allowed

- Pre-approved off-site work
- Client site visits
- Authorised remote work

9.2 Process

- Request approval before shift
- Manager approves exception
- Location still recorded
- Note added to time entry

10. Issues and Concerns

10.1 Technical Issues

- Report GPS/location problems
- Alternative recording if needed
- IT support for troubleshooting

10.2 Privacy Concerns

- Raise concerns with manager or HR
- Concerns addressed confidentially
- Alternative arrangements considered

11. Responsibilities

11.1 Employees

- Enable location for time recording
- Clock in from authorised locations
- Report issues promptly

11.2 Managers

- Approve location exceptions
- Address concerns appropriately
- Respect privacy limitations

12. Review

This policy will be reviewed annually or when location tracking practices change.

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Location-Based Time Tracking Policy.

Employee Name: _____

Signature: _____

Date: _____