

APPENDIX 2: APPROVAL FOR STAFF MONITORING – AUDIT DATA

Name & Job Title of Requester	
Date of Request	
Name & Job Title of the employee	
Detail the information that is required (eg require all websites accessed between May and June this year) Access to what systems	
What is the justification for requesting audit data? E.g. required as part of an investigation by People Directorate.	
Are you the lead investigator?	
Is this part of a People Directorate investigation, fact-find?	
Is this a breach of Health & Safety that could jeopardise other workers	
Why do you require the information and how will the information be used and for what purpose	
Is this in relation to Criminal Activity at work or gross misconduct (please indicate severity)	
What is the timescale for the data to be provided?	
Has the member of staff been informed where the audit data may have privacy implications for the individual concerned (e.g. if emails are to be searched in the absence of the employee)? If no, then explain why.	

Signature of service lead/ Deputy Director of People Directorate :

IG Authorise or Decline:

Reason for decision:

Date:

Please Note: The information produced as part of this investigation monitoring may be required to be retained on the workers file.