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# Introducing CurrentWare To Your Organization

**Transparency plays a critical role in a successful employee monitoring strategy.** Without a clear understanding of your organization’s goals and intentions, your employees are far more likely to worry that monitoring will be used as an overly-critical punitive measure rather than a workforce analytics and policy enforcement tool.

In addition to having your employees sign the Workplace Monitoring Policy, it is a best practice to provide them with advanced notice that you will be using CurrentWare in your organization.

Before you start monitoring your employees you can use this **employee monitoring disclosure email template** to provide advanced notice, solicit employee feedback, and ensure that they are aware of your intentions in advance.

**Learn More:** [Employee Monitoring - Best Practices for Balancing Productivity, Security and Privacy](https://www.currentware.com/employee-monitoring-best-practices/)

**Disclaimer**

The contents of this policy are intended to convey general information only and not to provide legal advice or opinions. The contents should not be construed as legal advice. CurrentWare advises consultation with legal counsel and/or an attorney for advice and legal opinion on specific legal issues.

# CurrentWare Employee Monitoring Disclosure Email Template

**This is an important notice to all employees and contractors of [ORGANIZATION].**

Productivity, security, and employee well-being are the top priorities of **[ORGANIZATION].** In an effort to improve our understanding of how our workforce operates we will be deploying user activity monitoring solutions from CurrentWare.

**We recognize that there may be concerns from our employees with regards to monitoring their computer activity. We would like to take this opportunity to assure our employees that we have their best interests at heart.**

We are providing advanced notice of the monitoring to give you an opportunity to voice your opinions. We want to work with our employees to ensure that we use the software in a way that is transparent, minimally invasive, and respectful of employee privacy.

* Outside of enforcing existing policies (Acceptable Use Policies, Information Security Policies, etc), the monitoring is not intended to be used as a punitive tool.
* We have no intention of micromanaging employee internet use outside of what is required to keep our organization productive and secure.
* Only a select number of HR, IT, and management personnel will be provided with access to your data. Each staff member will be trained on their privacy, confidentiality, and security responsibilities when using the monitoring solution.
* All data that is collected by CurrentWare’s software is kept secure in the same manner that other forms of sensitive employee information are secured.
* CurrentWare cannot access your data unless it is provided for the explicit purpose of troubleshooting the software.

To learn more about how CurrentWare will be used in **[ORGANIZATION]**, please do not hesitate to reach out to **[CONTACT].**