

Now and Tomorrow
Excellence in Everything We Do



Capture and Use of Images for Ergonomic Assessments
Employee Attestation

Purpose

Employees of Employment and Social Development Canada (ESDC) have a shared responsibility to ensure all information in ESDC’s possession is protected at all times. ESDC recognizes the importance of capturing images as visual references for the purpose of writing ergonomic assessment reports. Care must be taken to protect information and to ensure no information is inadvertently disclosed during the ergonomic assessment process.

Scope

Images may only be captured of an employee’s workstation and may only be used for the purpose of the ergonomic assessment reports.

Employees must ensure that the workstation is cleared of any **protected** and/or **classified** information and that the computer is locked before any images are captured.

Managers must inspect the workstation and review the images on the capture device to ensure no **protected** and/or **classified** information is visible, either in the workstation or in the background of the picture.

Attestation

Employee

I, _____, hereby attest that my workstation has been cleared, that my computer is locked and that there is no **protected** and/or **classified** information visible.

Employee Signature

Date

Manager

I, _____, hereby attest that the workstation has been inspected and that there is no **protected** and/or **classified** information visible. I have reviewed the images on the capture device and no **protected** and/or **classified** information is visible.

Manager Signature

Date