OperationsIP

OIP-DAT-004 · Version 1.0 · Effective 1 December 2026

Location Data Policy

Location helps businesses confirm staff are on site. OperationsIP uses it as little as possible.

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-DAT-004	1.0	1 December 2026	Director	December 2027

Policy · Data and files

Legal and standards basis

- Privacy Act 1988 (Cth)
- GDPR and UK GDPR
- Workplace Surveillance Act 2005 (NSW) and similar state laws
- US state laws on employee monitoring

1. When location is read

- Only at the moment someone clocks in or clocks out
- Never in the background, between clock-ins or outside work
- Only if the business turns on location checks, or the staff member allows it

2. Business settings

Setting	Choices
Require location	On: the app won't work for staff until location is turned on. Off: location is used if available
Site radius	How close to the site someone must be, set per site or as a default (200 metres to start)

Setting	Choices
Outside the radius	Allow but flag for an Admin, block the clock-in, or don't check

3. Who sees it

Owners and Admins see whether a clock-in was inside the radius and how far away it was. Staff see their own records.

4. The business's duties

Businesses that turn on location must tell their staff, in writing, before they start, and follow local workplace surveillance laws. A sample notice is in the Owner Guide (OIP-GDE-002).

Related documents

- Owner Guide (OIP-GDE-002)

OperationsIP by Filo Cleano Services Pty Ltd · operationsip.com · Printed copies are uncontrolled. The current version is always online.