EMPLOYEE NOTICE TEMPLATE

MEMORANDUM

To: All Employees
From: [YOUR COMPANY NAME] HR Department
Date: [DATE]
Subject: Notice About CultureGuard Team Health Analytics

What is this about?

We are implementing CultureGuard, a team health analytics tool designed to help us better understand and improve our workplace culture. This notice explains what data is collected, how it's used, and your rights. Our goal is to identify burnout risks early, ensure fair workloads, and recognize employees who may need support.

What CultureGuard Does

CultureGuard analyzes work patterns (not content) to help us understand team health at an aggregate level. It helps us answer questions like:

- Are certain teams consistently working after hours?
- Is meeting overload affecting productivity?
- Are some employees at risk of burnout?

Data Collection: What IS and is NOT Collected

What IS Collected (Metadata Only)	What is NOT Collected (Private)
Email timestamps ("Email sent at 9:15 AM")	Email content (We never read your emails)
Email/Recipient counts	Email subject lines
Meeting times and duration	Chat/Message content
Task completion times (e.g., Jira)	Browsing history & Location data

How Data is Used

1. **Daily Patterns:** Calculated from metadata (e.g., '20% of emails sent after 6 PM')

2. **Deletion:** Raw data is deleted within 48 hours

3. **Aggregation:** Only aggregated patterns are stored

4. **Insights:** HR uses insights to identify systemic issues, offer coaching support, or review workload distribution

Who Sees Your Data?

• **HR Department:** Patterns and scores for coaching

• **Your Manager:** Only if an issue is escalated (you will be informed)

• **Executives:** Aggregate team data only

• **External Parties:** Your individual data is **not** shared with external parties other than vendors processing the data

Your Rights

You have the right to:

1. **Know:** Request information about data collected

2. **Access:** Request a copy of your aggregated work pattern data

3. **Correction:** Request correction of inaccurate data

4. **Object:** Raise concerns if you believe the tool is being misused

FAQ

Can my manager see my emails? No. Only metadata is analyzed.

Will this affect my performance review? No. This is not a performance monitoring tool; it is for burnout and workload support.

Is my personal email/phone analyzed? No. Only company-provided tools are analyzed.

Contact

If you have questions, please contact [HR CONTACT NAME] at [HR EMAIL]