



18 June 2020

DOIA19/20060423



Dear 

Thank you for your email dated 2 June 2020 requesting the following information under the Official Information Act 1982 (the Act):

Details of all monitoring/productivity measuring software/tools used to monitor staff of the department, including when it came into effect, what it's purpose is, and any policy documents related to the software.

This includes information on any free trials/trial periods of use of such software/tools for the last two years.

Please confirm if the software is used for all staff, office staff only, or remote workers only.

When the Ministry of Housing and Urban Development (the Ministry) was established in October 2018, Microsoft Office 365 was deployed for all staff. This provides a suite of collaboration programmes (Microsoft Outlook and Teams) and productivity tools (Microsoft Word, Excel, Powerpoint, OneNote). Also within Office 365 is a personal productivity tool called My Analytics, which gives staff a view of their individual productivity. It does this by sending weekly emails to staff showing statistics relating to their productivity including such things as how much time they spent in meetings, replying to emails and available focus time. This also provides tips and tricks to staff to help optimise their time and use the Office 365 suite of tools more productively to do so.

The statistics generated and shared by My Analytics are and remain completely confidential to individual staff members. They are not sent or visible to anybody other than the individual the information relates to.

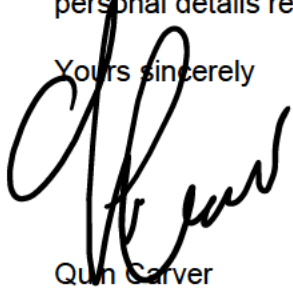
My Analytics is the only monitoring/productivity measuring software on the Ministry's computers and no other tools have been considered or trialled.

I hope you find this information useful. If you have any questions, please do not hesitate to contact the Ministry at OIA_Requests@hud.govt.nz.

You have the right to seek an investigation and review of my response by the Ombudsman, in accordance with section 28(3) of the Act. The relevant details can be found on the Ombudsman's website www.ombudsman.parliament.nz.

As part of our ongoing commitment to openness and transparency, the Ministry proactively releases information and documents that may be of interest to the public. As such, this response, with your personal details removed, may be published on our website.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Quinn Carver', written in a cursive style.

Quinn Carver
Deputy Chief Executive, Corporate