



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND
INSTITUTIONAL REFORMS
MAURITIUS**

27 July 2020

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No 45 of 2020
E/125/19/04/12 V2

From : Secretary for Public Service

To : Supervising Officers in charge of Ministries/Departments

Electronic Attendance System

Please refer to the Circular Letter No 28 and 31 of 2020 by this Ministry wherein mention was made for use of Electronic Time Recorders (ETRs) to be stopped until further notice.

2. Taking into consideration the progress made in curtailing the COVID-19 pandemic and also the experience gained in managing the sanitary conditions, it is now proposed that the use of ETRs be reinstated on **03 August 2020** across the Public Service. To that effect a special sanitary protocol on the safe use of ETRs has been worked out by the Occupational Safety and Health Division of the Ministry and validated by the Ministry of Health and Wellness. The operation of ETRs should be strictly as per this new protocol until further notice.


3. As you may be already aware, the purpose of the ETRs is to allow public officers to register their attendance directly into the system either through the biometric fingerprint mode or a personalised access code. It is up to the public officers to decide which mode he/she opts to use, and to give his/her consent thereto accordingly. You are kindly advised to record the public officer's consent to the mode chosen by him/her.

4. In addition, before the reinstatement of the ETRs within each Ministry, each Ministry is kindly requested to inform public officers within their Ministry of the following-

- (a) the identity of the data controller within their Ministry (that is, the person who is registered with the Data Protection Office as the controller);
- (b) the purpose for which ETRs are being implemented, that is, to register and monitor the attendance of public officers;

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- (c) the intended recipients of this data (Human Resource Section for attendance purposes, Finance Section for calculation of overtime pay etc. and Supervising Officer for productivity management);
 - (d) other than the intended recipients of the data, the data will not be disclosed to any other person and shall be used only for the purpose of monitoring attendance, calculation of leaves, time off and overtime;
 - (e) the supply of the data is mandatory for purpose of monitoring time attendance;
 - (f) the right of the data subject to withdraw consent to the electronic (biometric) attendance system, without it affecting the lawfulness of the processing based on consent before its withdrawal;
 - (g) in the event consent to the electronic (biometric) attendance system is withdrawn, the data subject will have to use personalised access codes to electronically register their attendance;
 - (h) the existence of the right of the data subject to request from the controller access to and rectification, restriction or erasure of personal data concerning the data subject or to object to the processing, subject to the provisions of the Data Protection Act 2017.
5. You are kindly requested to inform public officers of your Ministry that the Electronic Attendance System has been set up with all required security features to ensure that all information collected is processed in line with the provisions of the Data Protection Act 2017. The information collected is securely processed for the purpose of efficiently managing attendance, whilst, at the same time, providing an efficient means of decreasing processing time of Human Resource related matters such as calculation of leaves, time off and overtime.
6. In the light of and subject to the above, the Electronic Attendance System is hereby reinstated with effect from 03 August 2020 and Supervising Officers are kindly requested to initiate the necessary action accordingly in addition to ensuring the attached sanitary protocol is put in place and adhered to.


S. Ragen
Secretary for Public Service

Copy to: Secretary to Cabinet and Head of the Civil Service

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Protocol on Safe Use of Electronic Attendance System during COVID-19 outbreak

For the safe use of Electronic Attendance System, all basic precautions prescribed below need to be implemented and maintained and that everyone should also adhere to the standards of hygiene and health protocols at the workplace.

- (1) All Electronic Time Recording (ETR) machines should be properly cleaned and disinfected using 70% alcohol products on a daily basis.
- (2) Members of staff should proceed to the ETR only after having performed the daily temperature check which should normally be below 38°C.
- (3) While queuing up for the recording of attendance at the Electronic Time Recording (ETR) machine, social distancing of 1 metre should be observed.
- (4) Members of staff are advised to refrain from touching any other part of the ETR except the fingerprint scanner or the keypad to minimize direct contact with the machine.
- (5) After using the ETR machine, hands should be immediately disinfected using the alcohol-based hand sanitizer provided.
- (6) During peak hours, 07:30 to 09:30 and 15:00 to 16:30, the ETR machine should be disinfected every 30 minutes with a 70% alcohol-based products and during the day ETR machines should, as far as practicable, be frequently disinfected.
- (7) During the process of disinfecting ETR machines, it is recommended that disposable gloves are worn.
- (8) Avoid using gel hand sanitizer before using the fingerprint scanner as this may leave a residue on the surface and may reduce enrollment quality on the reader thus failing to record the attendance of the user.
- (9) Any difficulty encountered while using the ETR machines, the HR Section of your Ministry/Department should be contacted.