



## Inspector General Insights

**Background:** The Clerk entered into two Memorandums of Understanding (MOUs) with the Department of Highway Safety and Motor Vehicles (DHSMV), which are renewed every six years, and require two separate audits or certifications of controls. The controls are designed to protect personal data accessed through the Driver and Vehicle Information Database (DAVID).

DAVID is a database that contains driver's license and motor vehicle information used by the Clerk's employees for a variety of tasks related to their job duties. The DAVID system contains confidential personal information protected by Chapter 119, Florida Statutes, and the Driver Privacy Protection Act.

**Objective:** The purpose of this engagement was to determine if internal controls are adequate to meet the reporting requirements of the DAVID MOU # HSMV-0265-19.

**Scope:** We focused on DAVID access activities that were conducted from 10/1/2019 to 9/30/2020. Procedures to be performed were delineated in an audit guide provided by the DHSMV.

### Observations:

#### What's Working:

- ✓ We reviewed user activity logs and did not find any issues.

#### Needs Improvement:

- One low risk control deficiency relating to policies and procedures was noted.

**Recommendations & Actions:** We recommend management revise policies, procedures and conduct training to clarify the steps in the preparation of the Quarterly Quality Control Review Report to ensure compliance with the time requirements of the MOU. Management agrees, and they stated they will review procedures and train staff before the next quarterly review in January 2021.

The OIG staff also provided a recommendation for improvement of internal controls.

**Conclusion:** All other internal controls reviewed were found to be designed and operating effectively to protect personal data accessed through DAVID from unauthorized access, distribution, use, modification or disclosure.

The current controls in place are satisfactory.

Total # Transactions	Amounts Audited or Reviewed	Questioned Costs	Taxpayer Savings	Findings
773	\$ 0	N/A	N/A	1