



Inspector General Insights

Background: The Clerk's Memorandum of Understanding (MOU) 0513-19 with the Florida Highway Safety & Motor Vehicle User Access require an annual evaluation of the internal controls governing the use and dissemination of personal data.

Objective: The objective of the audit was to evaluate the policies, procedures, and internal controls pertaining to personal data obtained from the FL HSMV Data Exchange process to determine if the controls are adequate to protect the data from unauthorized access, distribution, use, modification, or disclosure.

Scope: The audit period included records from 4/1/2020 to 3/31/2021.

Observations: The OIG noted one medium risk internal control deficiency and two low risk internal control deficiencies. We reviewed secondary controls and/or performed substantive procedures relevant to the control deficiencies to ensure risk was properly mitigated to acceptable levels.

Full details of our work, findings and recommendations were discussed with the Clerk's Court and Information Technology staff, and fully detailed in our audit report to FL HSMV. As these observations relate to controls over access to private information within a third-party system, the details will not be publicly disclosed.

Recommendations & Actions: The OIG detailed recommendations regarding:

1. Group role modifications
2. Network data exchange folder access
3. Expiration dates for passwords
4. User access modification, and
5. Policy for disabling/deleting user access.

Conclusion: CIT Policies and procedures are approved by the CIT Director and are accessible by employees to ensure the protection of personal data.

The internal controls governing the use and dissemination of personal data have been evaluated in light of the requirements of MOU 0513-19 and applicable laws, and they have been found to be satisfactory.

Total # Transactions	Amounts Audited or Reviewed	Questioned Costs	Taxpayer Savings	# Observations / Recommendations
612	N/A	N/A	N/A	5