

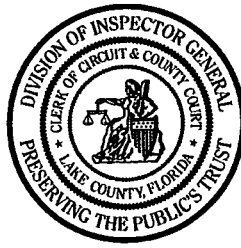
Audit of Office of Building Services - 2017 DAVID Usage

Division of Inspector General **Neil Kelly, Clerk of the Circuit and County Courts** **Audit Report**

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Audit Conducted by:
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Report No. BCC – 160
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June 12, 2018

Tony Lopresto, Director
Office of Building Services

We conducted our audit of the internal controls over the Board of County Commissioners' Office of Building Services' access to the Driver and Vehicle Information Database (DAVID) of the Florida Department of Highway Safety and Motor Vehicles (FLHSMV), as requested by the Office of Building Services.

We appreciate the cooperation and assistance provided by the Office of Building Services during the course of our audit.

Respectfully submitted,

Sheena Patel
Inspector General Manager

cc: The Honorable Neil Kelly, Clerk of Circuit & County Courts
Jeff Cole, County Manager
John Molenda, Assistant County Manager

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TABLE OF CONTENTS

INTRODUCTION.....	1
Scope and Methodology	1
Overall Conclusion.....	1
Background.....	1
OPPORTUNITIES FOR IMPROVEMENT	3
1. Point of Contact Should Be Kept Current With The Florida Department Of Highway Safety And Motor Vehicles (FLHSMV).....	3

INTRODUCTION

Scope and Methodology

We conducted an audit of the Office of Building Services' internal controls over access to the Driver and Vehicle Information Database (DAVID) of the Florida Department of Highway Safety and Motor Vehicles (FLHSMV). Our audit objective was to determine whether internal controls are adequate to protect the personal data received from DAVID from unauthorized access, distribution, use, modification, and disclosure.

To determine whether internal controls are adequate to protect the personal data received from DAVID from unauthorized access, distribution, use, modification, or disclosure, we obtained and reviewed requirements, obtained and reviewed DAVID system reporting, interviewed staff, and compared system reporting to Building Services' records.

Our audit included such tests of records and other auditing procedures, as we considered necessary in the circumstances. The audit period was January 1, 2017 through December 31, 2017. However, transactions, processes, and situations reviewed were not limited by the audit period.

Overall Conclusion

We conclude that overall, the internal controls to protect the personal data received from the Driver and Vehicle Information Database (DAVID) are adequate to protect the data from unauthorized access, distribution, use, modification, or disclosure. Opportunities for Improvement are included in this report.

Background

The Office of Building Services signed a Memorandum of Understanding (MOU) with the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) for access to the Driver and Vehicle Information Database (DAVID). The database provides up-to-date information relating to driver records and vehicle information. It is for use by law enforcement and criminal justice officials.

The Office of Building Services uses DAVID to search for unlicensed and fraudulent contractors, as well as the owner(s) of abandoned properties. Additionally, DAVID is used to obtain contact information related to Building Services' cases.

As the information provided in the database is confidential, the MOU has requirements to ensure the security of the information. These requirements include, but are not limited to, inactivation of terminated staff; requirements for users to acknowledge the confidentiality of the information and potential criminal sanctions if that confidentiality is violated; professional use of the data only; and regular reviews and audits of the user activity.

OPPORTUNITIES FOR IMPROVEMENT

Our audit was neither designed nor intended to be a detailed study of every relevant system, procedure, or transaction. Accordingly, Opportunities for Improvement may exist which were not identified during the course of our review.

1. Point of Contact Should Be Kept Current With The Florida Department Of Highway Safety And Motor Vehicles (FLHSMV).

The Driver and Vehicle Information Database (DAVID) website includes a list of Points of Contact (POC) for each agency. The POC for Building Services transferred from Building Services, effective February 1, 2017. The employee was still listed as the Building Services POC as of August 24, 2017, or 144 business workdays after the employee transferred from the Office of Building Services.

The Florida Department of Highway Safety and Motor Vehicles (FLHSMV) should be notified upon change to the POC. The Memorandum of Understanding (MOU) between the FLHSMV and the Office of Building Services states that Building Services must “update any changes to the name of the Requesting Party, its POC, address, telephone number and/or e-mail address in the DAVID system within ten calendar days of occurrence.”

Failing to update the POC in the DAVID system could lead to increased risk of unnoticed access to changing the entity information and user settings, as well as unauthorized access of system data.

During a meeting on October 26, 2017, this issue was addressed with Building Services management and the POC responsible for the system administration at the Building Services level. The POC stated she would update the POC information and initiate a process to ensure the POC remains up-to-date. As such, there will be no management recommendation at this time.