

**COUNTY OF HENRICO
INTERNAL AUDIT OFFICE
RICHMOND VA
DETAILED AUDIT STEPS
AUDIT NUMBER 149
AUDIT TITLE – PROTECING PERSONAL INFORMATION - SSN**

PREPARED BY
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INIT	STEP	DESCRIPTION
		SECTION H. SURVEY DESIGN PURPOSE: TO DESIGN A SURVEY TO DETERMINE IN WHAT WAYS GENERAL GOVERNMENT AGENCIES USE AND PROTECT SSN.
	H.1	PREPARE A SECTION INDEX.
	H.2	PREPARE A SECTION CONCLUSION.
	H.3	DESIGN A SURVEY THAT ADDRESSES APPLICABLE FEDERAL AND STATE LAWS REGULATING ACCESS, DISCLOSURE, AND USE OF SSN.
	H.4	HAVE THE SURVEY REVIEWED FOR INPUT PRIOR TO SENDING.
		SECTION I. SURVEY TRANSMISSION AND EVALUATION OBJECTIVE: TO CIRCULATE PRIVACY SURVEY AND EVALUATE RESULTS TO DETERMINE WHAT IMPROVEMENTS IN PRIVACY POLICIES OR PROCEDURES ARE NEEDED TO ENHANCE PROTECTING PERSONAL INFORMATION ESPECIALLY SSNs.
	I.1	PREPARE A SECTION INDEX.
	I.2	PREPARE A SECTION CONCLUSION AND SUMMARIZE SURVEY RESULTS.
	I.3	EVALUATE AND RECORD SURVEY REPLIES AND FOLLOW UP WITH AGENCIES, AS NECESSARY.

INIT	STEP	DESCRIPTION
		<p>SECTION J. OTHER PRIVACY ISSUES</p> <p>OBJECTIVE: TO ADDRESS OTHER ISSUES RELATED PRIVACY.</p>
	J.1	PREPARE A SECTION INDEX.
	J.2	PREPARE A SECTION CONCLUSION.
	J.3	MEET WITH HUMAN RESOURCES TO OBTAIN THEIR INPUT ON PRIVACY.
	J.4	EVALUATE THE RECORDS STORAGE AND RECORDS DISPOSAL CONTRACT.
	J.5	EVALUATE THE CLEANING OF FACILITIES AT NIGHT.
	J.6	DISCUSS WITH THE PURCHASING MANAGER CONFIDENTIALITY CLAUSE IN CONTRACTS WITH CONSULTANTS/VENDORS.
	J.7	REVIEW PRIVACY POSTING ON THE INTERNET.
	J.8	INVESTIGATE PRIVACY OF UNITED WAY DONATION FORMS.