



Angelina “Angel” Colonnese

CLERK OF THE CIRCUIT COURT AND COMPTROLLER OF MANATEE COUNTY

Internal Audit Department

Manatee County Supervisor of Elections

Data Exchange MOU Attestation

DHSMV Driver and Vehicle Information Database (DAVID)

April 10, 2017

Audit No. 21710500



Angelina “Angel” Colonnese

CLERK OF THE CIRCUIT COURT AND COMPTROLLER OF MANATEE COUNTY

1115 Manatee Avenue West, Bradenton, Florida 34205 - Phone (941) 749-1800 – Fax (941) 741-4082
P.O. Box 25400, Bradenton, Florida 34206 - www.manateeclerk.com

MEMORANDUM

TO: Michael Bennett, Supervisor of Elections

FROM: Angelina “Angel” Colonnese, Clerk of the Circuit Court and Comptroller

DATE: April 10, 2017

RE: Data Exchange (DAVID) MOU Attestation Engagement

We have evaluated the Manatee County Supervisor of Elections’ internal controls over the use of the Florida Department of Highway Safety and Motor Vehicles’ (DHSMV) Driver and Vehicle Information Database (DAVID) for the purpose of providing an attestation to the DHSMV. The requirements for the attestation are specified in the Data Exchange Memorandum of Understanding (MOU) (HSMV-0793-16) between the Supervisor of Elections and DHSMV.

Based on our evaluation of the access and use of DAVID, it appears that the Supervisor of Elections Office has adequate internal controls in place to properly protect the personal data from unauthorized access, distribution, use, modification, or disclosure. Opportunities for improvement identified during test work have been discussed with management and incorporated in this report.

Attached is a completed DAVID Audit worksheet/guide and Attestation Statement to be signed by you and submitted to the DHSMV by April 17, 2017, as per their email dated October 18, 2016.

We appreciate the cooperation of the management and staff throughout this engagement and commend them for their efforts and timeliness in addressing the issues raised.

“Pride in Service with a Vision to the Future”

Clerk of the Circuit Court – Clerk of Board of County Commissioners – County Comptroller – Auditor and Recorder

MANATEE COUNTY CLERK OF THE CIRCUIT COURT
INTERNAL AUDIT DEPARTMENT

MANATEE COUNTY SUPERVISOR OF ELECTIONS
DATA EXCHANGE (DAVID) MOU ATTESTATION

TABLE OF CONTENTS

Background.....2

Purpose/Objectives.....2

Scope.....2

Results.....3

Conclusion.....3

MANATEE COUNTY CLERK OF THE CIRCUIT COURT
INTERNAL AUDIT DEPARTMENT

MANATEE COUNTY SUPERVISOR OF ELECTIONS
DATA EXCHANGE (DAVID) MOU ATTESTATION

The Internal Audit Department has evaluated the Manatee County Supervisor of Elections' use of the Florida Department of Highway Safety and Motor Vehicles' Driver and Vehicle Information Database (DAVID). The engagement was limited to an evaluation of the internal controls to protect the personal data obtained from the DAVID database from unauthorized access, distribution, use, modification, or disclosure.

BACKGROUND

The Supervisor of Elections (SOE) is a constitutional office created and provided for under the Laws of the State of Florida. One of the duties assigned to the SOE is processing and maintaining voter registrations. Per Florida Statute 97.053, the information necessary to establish a voter's eligibility, as set by Florida Statute 97.041, must be verified by the voter registration official. In addition, per Florida Statute 98.075, the SOE has to confirm voter information from notifications of death or felony conviction, as these names are ultimately removed from the voter registration system.

In order to fulfill their voter registration responsibilities, the SOE must access reliable information about the voter's address, name, driver's license, social security number, etc. This personal and protected information is maintained in DAVID, the Florida Department of Highway Safety and Motor Vehicles' (DHSMV) web-based database. DHSMV grants access to DAVID through a Data Exchange Memorandum of Understanding (MOU). The SOE currently has an MOU with DHSMV for DAVID access that is effective from April 13, 2016 through April 12, 2022.

On October 18, 2016, the SOE was notified by the DHSMV, via email, that the agency was randomly selected to submit an attestation to the DHSMV ensuring that the data obtained from DAVID is being used in an appropriate manner.

PURPOSE/OBJECTIVES

The purpose/objectives of this engagement included:

- evaluating the internal controls over the personal data in order to determine whether they are adequate to protect that data from unauthorized access, distribution, use, modification, or disclosure;
- completing the DAVID Audit worksheet/guide provided by the DHSMV to be used during the evaluation, and required to be submitted to the DHSMV with the Attestation Statement;
- producing an Attestation Statement to be submitted to the DHSMV, as requested.

SCOPE

The scope of this engagement was limited to analyzing access and use of DAVID by employees of the Manatee County SOE for the week ended March 12, 2017.

RESULTS

Based on our evaluation of the Manatee County SOE's DAVID activity for the week ending March 12, 2017, it appears that users have been accessing the database for business purposes only, as specified in the MOU. The users are aware of the confidential nature of the information obtained from DAVID and understand they may not disseminate or disclose this information to unauthorized users.

CONCLUSION

Based on our evaluation of the access and use of DAVID, it appears that the Manatee County Supervisor of Elections has adequate internal controls in place to properly protect the personal data from unauthorized access, distribution, use, modification, or disclosure.