

Information Security Checks 2013/14
City of York Council
Internal Audit Report

Service Area: Corporate and Cross-Cutting

Responsible Officer: Director – Customer and Business Support Services

Date Issued: 14/03/2014

Reference: 10260/009

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Overall Conclusions

- 3.0 Some lockable storage is being left unlocked at both sites XXXXXXXXXXXXXXXXXXXXXXXX
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- 3.1 Some open storage, such as bookcases, is still being used at Hazel Court XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX.
- 3.2 The clear desk policy is not being followed by all staff members at either site.
- 3.3 Overall, there is currently satisfactory management of risk but a number of weaknesses were identified. An acceptable control environment is in operation but there are a number of improvements that should be made. Our opinion of the controls within the system at the time of the audit was that they provided **Moderate Assurance**.

Recommendations

- 4.0 Directorate Information Governance Champions should ensure that:
- all departments are reminded to lock cupboards at the end of the working day.
 - keys for locked cupboards are not stored unsecured in open cupboards.
 - there are suitable facilities, such as key safes, installed where they are not already in place for keys to be stored securely,
 - no sensitive or confidential data is stored on open bookcases

- 4.1 This report will be presented to the Corporate Information Governance Group (CIGG) in March 2014, where Directorate Information Governance Champions will agree what actions will be taken to address the highlighted issues.

