

5. DETAILED AUDIT FINDINGS

Ref.	Priority	Findings	Risk Arising/ Consequence	Recommendation	Management Response	Responsibility and Timescale	Recommendation Implemented (Officer & Date)
CO1: Policies and Procedures							
1	Low	Lack of Backup Policy and Procedures On inspection of the Computer room policy, it was noted that the document does not contain any details on the backup policy and procedure. We accept that the off-site backup storage arrangements are detailed in the IT Disaster Recovery document.	In the absence of a documented backup policy and procedure, there is an increased risk that backups are not performed in line with ICT's requirements. This may result in the loss of data, interruption of ICT services and operational difficulties.	We recommend that the Computer Room policy is expanded to include the backup cycle, backup transit and storage arrangements.	The Computer Room Policy and description of the data back-up and restore service are given in two separate documents. These can be combined, giving the back-up and restore weight by placing it into policy.	Service Operations Manager, End November 2014.	
CO2: Access to the data centre							
2	High	Excessive access to Computer Room On inspection of the access list dated 14 August 2014, we noted that there are a total of 65 access cards that provide staff access to the County Hall computer room. Examples of these include the following: 20 temporary passes held by Reception; - Senior Internal Auditor;	Unauthorised/inappropriate physical access to the computer room may result in accidental or malicious damage to ICT equipment resulting in loss of data, interruption of ICT services and operational difficulties.	The access to all computer rooms should be restricted to and other who require access to perform their responsibilities. The access list should be reviewed by management on a regular basis to ensure that the access granted is valid. Proof of the review should be maintained.	The current security group used within the Door Access Control System (Net2) to cover the computer rooms is also shared with other duty staff requiring access 'all hours, all doors'. This is inappropriate, as some staff will require open access to most areas, but not the computer areas. S&CA have already arranged with Facilities to create a	Technical Services manager, end November 2014.	

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