

Name Of Procedure: **Privacy and Security Monthly Audit**

Procedure Number # _____

Created: _____

Revised: _____

Approved By: _____

Date: _____

Purpose:	Document observations of key privacy and security safeguards and how it relates to policies and procedures
Prerequisite:	Privacy and security policy and procedures, Risk Mitigation Matrix
Performed by:	Privacy Officer and one other employee (which may rotate from month to month)
Materials Needed:	Blank checklist Previous checklist report (to bring forward previous recommendations)
Start:	

Our Goals:

1. _____
2. _____
3. _____

Last Review Date Recommendations:

1. _____
2. _____
3. _____

Key Privacy and Security Safeguards. Observe and record the current implementation of the following safeguards as you walk about front office, workspace, and other business areas that may contain personal or health information. These indicators will change from time to time. See 'Risk Mitigation Matrix' to ensure a broad selection of safeguards is selected each month and that over a year's time, most of the key safeguards are reviewed and documented.

For Example:

1. Computers left unattended
 - o Screen saver on or login locked?
2. Laptops Secure
3. No password reminders visible near computer
4. Clean desk space (limit shoulder surfing)
5. Netcare access fobs accounted for/maintained securely
6. Security alarm test. When was the last time that the security alarm codes were changed?
7. Smoke detector test/fire extinguisher valid

Completed by:

Date: _____

1. _____
2. _____

Recommendations:

1. _____
2. _____
3. _____

Reviewed by: (Privacy Officer and Custodian)

1. _____
2. _____

Discussed at Staff Meeting

Date: _____

Comments:

Once completed, this audit report is maintained by the Privacy Officer and will be reviewed annually.