



## COUNTY OF WINNEBAGO

Office of the County Auditor

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October 20<sup>th</sup>, 2017

To: Frank Haney, Winnebago County Board Chairman

From: William D. Crowley, Winnebago County Auditor 

RE: Munis Permissions

Munis is the primary financial and accounting software package which has been in service by the County since 2003. It's utilized to manage budgeting, cash receipts, accounting, payroll, accounts payable and certain aspects of the Human Resources function. On February 9<sup>th</sup>, 2017, the Winnebago County Auditor's Office issued an internal audit addressing Munis access permissions. The internal audit focused primarily on the overall need to develop and formalize procedures when granting access to the Munis system and also the existence of certain inappropriate Munis permissions granted to employees. Highlighted in the report was the issue that 65% of employees tested (13 out of 20) possessed inappropriate access to view employee and vendor social security numbers.

As a follow up to the aforementioned social security number issue, my office recently re-examined the current user rights in the Munis system and noted 159 instances in which County employees still have access to view either employee social security numbers or vendor social security numbers. In my opinion, this level of access is highly inappropriate and is potentially exposing to misuse the data of thousands of current and former employees and vendors.

Additionally, I believe the current employee Munis permissions violates County Ordinance Section 62-296. – Business Practices which states: "*Personal data protection.* It is Winnebago County's policy that we must take appropriate steps to protect information relating to individuals, whether they are employees, customers, constituents or suppliers. We are responsible for collecting, processing and transferring personal data only for lawful and legitimate business purposes. Care must be used to safeguard the confidentiality and security of personal data and to respect individual privacy. Winnebago County will utilize its legal counsel to ensure that the use and transmitting of personal data does not in any way violate laws governing this data." (Ord. No. 2016-CO-046, Att. A (§ VI), 4-14-16).

My recommendation would be to remove all inappropriate access to County employee and vendor social security numbers as soon as possible and restrict any new employees from acquiring similar access.

Please let me know if you have any questions or comments at 815-319-4206 or bcrowley@wincoil.us.

Cc: David Kurlinkus, Chief of Staff and Civil Bureau  
Members of the County Board