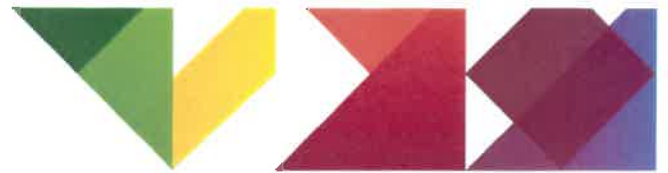




Request for closure of recommendation

Division:	Legal and Assurance Division
ANAO / Internal Audit	Internal
Audit Number and Name:	2017-18 – Notifiable Data Breaches Scheme – Readiness Assessment
Recommendation Rating: High/Moderate/Low	Moderate
Recommendation Number and Description:	Recommendation 1 The department should seek, in its role as lead agency for the Health Portfolio, assurances from Portfolio Agencies and Statutory Offices regarding their approach in addressing the NDB scheme obligations. At a minimum, the department should seek a formal means by which to be notified if an eligible breach occurs within the Portfolio.
Original Completion Date:	1 August 2018
Reason for Closure:	In addition to prior correspondence, the department will provide each portfolio body by 1 September 2018 with a Data Breach Report form and instructions on how to formally report data breaches to the department's Privacy Team (Att B, Att C). Given the department will have provided a formal means for notification, we request that this recommendation be closed.
Evidence for closure:	Message to Portfolio Bodies (Att B) Data Breach Report (Portfolio Bodies) (Att C)
Delegate (FAS):	Jackie Davis
Outcome:	Approved / Not Approved /

ARC follow up action:	External Accountability Comments
	<p>External Accountability recommends closure for Recommendation 1.</p> <ul style="list-style-type: none"> 28 August 2018 - Email to the Portfolio Agencies and Statutory Offices addresses the required assurance from the Portfolio Agencies regarding their approach in addressing the Notifiable Data Breach Scheme (NDB Scheme) obligations. Data Breach report to be used for notifying if an eligible breach occurs within the Portfolio.



Request for closure of recommendation

Division:	Legal and Assurance Division
ANAO / Internal Audit	Internal
Audit Number and Name:	2017-18 – Notifiable Data Breaches Scheme – Readiness Assessment
Recommendation Rating: High/Moderate/Low	Moderate
Recommendation Number and Description:	Recommendation 2 For relevant third party contracts, the department should review standard contract conditions to ensure obligations related to breach reporting and notifications, such as those relevant to the Australian Privacy Principles, are included.
Original Completion Date:	1 July 2018
Reason for Closure:	Privacy Training material was updated on 16 August 2018 to include specific instructions for contract managers (see slide 35 of Att D). The Commonwealth Contracting Suite optional clause in relation to the Notifiable Data Breach Scheme (NDB Scheme) (Att E) was approved for inclusion in the department's standard contracts. Given the training has been updated, the department's standard contract and standard funding agreements already require third parties to comply with the Australian Privacy Principles, and a relevant NDB Scheme provision has now been approved, we request that this recommendation be closed.
Evidence for closure:	Updated training material (Att D) Provision for inclusion in standard contacts (Att E)
Delegate (FAS):	Jackie Davis
Outcome:	Approved / Not Approved /

ARC follow up action	<i>External Accountability Comments</i>
	Nil



Request for closure of recommendation

Division:	Legal and Assurance Division
ANAO / Internal Audit	Internal
Audit Number and Name:	2017-18 – Notifiable Data Breaches Scheme – Readiness Assessment
Recommendation Rating: High/Moderate/Low	Moderate
Recommendation Number and Description:	Recommendation 3 (968) Update the draft Data Breach Response Plan DBRP to incorporate additional details related to timeliness of overall breach responses and actions required by relevant branches.
Original Completion Date:	31 July 2018
Reason for Closure:	<p>A 2 hour workshop was held on 11 July 2018 with all representatives of the Data Breach Response Team (see Recommendation 4).</p> <p>After that workshop, revisions to the Data Breach Response Plan were agreed with the members of the Data Breach Response Team. The revised Data Breach Response Plan (Att F) includes two scenarios that provide guidance to those involved in responding to a data breach about what would be expected of them in the circumstances of a relatively simple and a relatively complex data breach.</p> <p>Given the Data Breach Response Plan has been updated to include additional details in relation to timeliness of overall breach responses and actions, we request that this recommendation be closed.</p>
Evidence for closure:	Updated Data Breach Response Plan (Att F)
Delegate (FAS):	Jackie Davis
Outcome:	Approved / Not Approved /

ARC follow up action	<i>External Accountability Comments:</i>
	External Accountability recommends closure for Recommendation 3. <ul style="list-style-type: none">Data Breach Response Plan has been updated to include additional details in relation to timeliness of overall breach responses and actions, (attachment F)The Data Breach Response Plan is available on the Department's intranet.



Request for closure of recommendation

Division:	Legal and Assurance Division
ANAO / Internal Audit	Internal
Audit Number and Name:	2017-18 – Notifiable Data Breaches Scheme – Readiness Assessment
Recommendation Rating: High/Moderate/Low	Moderate
Recommendation Number and Description:	Recommendation 4 (969) Incorporate into the planned scenario test, full examination of line area processes which support the DBRP actions.
Original Completion Date:	31 July 2018
Reason for Closure:	<p>The Privacy Team separately met with each area represented on the Data Breach Response Team (DBRT).</p> <p>Based on this consultation the Privacy Team prepared and delivered a workshop on 11 July 2018.</p> <p>The workshop involved a detailed discussion of each area's processes across both a simple and more complex scenario. Each scenario went through the five steps set out in the Data Breach Response Plan (the Plan). Each area was provided with multiple opportunities to provide input on how their role and processes were represented in the Plan.</p> <p>A copy of the presentation used at the workshop is included (Att G).</p> <p>Given the scenario test has taken place and the plan has been relevantly updated, we request that this recommendation be closed.</p>
Evidence for closure:	PowerPoint Presentation – Data Breach Response Workshop (Att G)
Delegate (FAS):	Jackie Davis
Outcome:	Approved / Not Approved /
ARC follow up action	<i>External Accountability Comments</i>



Request for closure of recommendations

Division:	Legal and Assurance Division
ANAO / Internal Audit	Internal
Audit Number and Name:	2017-18 – Notifiable Data Breaches Scheme – Readiness Assessment
Recommendation Rating:	Medium
Recommendation Number and Description:	Recommendation 5 (970) The Privacy Team should explore the incorporation and use of the existing social media/other media monitoring capability within Communications and Change Branch during a set-period post breach notification.
Original Completion Date:	30 April 2018
Reason for Closure:	The Privacy Team met with Communications and Change Branch on 9 April 2018 and agreed to revise wording in the Data Breach Response Plan (DBRP) concerning their area of responsibility, particularly the inclusion of “Media monitoring (including social media monitoring) for two weeks post breach notification” in the DBRP. A revised DBRP (Attachment A) is scheduled for release on the intranet with relevant changes in mid-May.
Evidence:	Revised DBRP (Attachment A)
Delegate (FAS):	Jackie Davis
Outcome:	Approved / Not Approved /

Future follow up action	External Accountability Recommendation
	EA recommends ARC members to endorse closure for this recommendation as the DBRP and inclusion of “Media monitoring (including social media monitoring) for two weeks post breach notification “ has been revised and released on the intranet.

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