

Section 1: 2025 Certification Risk Assessment	ANSWERS REQUIRED IN ALL RED CELLS
Please describe the process and procedures used to complete your annual internal control risk assessment.	
Risk Assessment Process:	
Staff Involvement:	
<b>Section 2: Staffing &amp; Succession Planning</b>	
What is the current vacancy rate of your Division? (please enter a percentage)	
Comments (optional):	
<b>Section 3: Management of and Access to Commercial Databases Containing Non-Public Personal Information</b>	
The following section is applicable for Division's using a commercial database service. <a href="#">Click here for OSC's Policy on Management of and Access to Commercial Databases.</a>	
Are there policies and procedures in place for all of the following? (Yes/No)	
Do the policies and procedures address all of the following:	
• Appropriate Use,	
• Secure Transmission of Data, and	
• Data Retention and Destruction.	
Has a Division Administrator been designated?	
Have all users received training?	
Has the Division developed a process to log and track usage?	
Key controls established through the Division's procedures must be tested to determine if they are implemented and working as intended. Please note the testing performed (or where it is located in the risk assessment) and note any issues. If issues are significant, they must also be included as a deficiency, noted in the <b>New Risks</b> tab, and have a corrective action plan. If they are minor, list issues below:	
Issues:	