

AGENCY REPORT

(due on or before July 31, 2018, and by July 31 every two years thereafter)

Agency:	Department of Buildings		
Agency Privacy Officer:	Juliet Neisser		
Email:	dobapo@buildings.nyc.gov	Telephone:	(212) 393-2093
Date of Report:	July 31, 2018		

1. Specify the types of identifying information collected, retained, and disclosed by the agency*

Check all that apply.

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Date of Birth
<input checked="" type="checkbox"/> Current and/or previous home addresses	<input checked="" type="checkbox"/> Place of Birth
<input checked="" type="checkbox"/> Gender identity	<input checked="" type="checkbox"/> Race
<input checked="" type="checkbox"/> Sexual orientation	<input checked="" type="checkbox"/> Marital or partnership status
<input checked="" type="checkbox"/> Contact information (e.g., phone or email)	<input checked="" type="checkbox"/> Citizenship/immigration status
<input checked="" type="checkbox"/> Religion	<input checked="" type="checkbox"/> Nationality
<input checked="" type="checkbox"/> Employment status	<input checked="" type="checkbox"/> Country of origin
<input checked="" type="checkbox"/> Employer information	<input checked="" type="checkbox"/> Languages spoken
<input checked="" type="checkbox"/> Employment address	<input checked="" type="checkbox"/> Social media account information
<input checked="" type="checkbox"/> Motor vehicle information	<input checked="" type="checkbox"/> Income tax information
<input checked="" type="checkbox"/> Biometric information	<input checked="" type="checkbox"/> Any scheduled court appearances
<input checked="" type="checkbox"/> Eligibility for/receipt of public assistance or city services	<input checked="" type="checkbox"/> Arrest record or criminal conviction
<input checked="" type="checkbox"/> Status as victim of domestic violence or sexual assault	<input checked="" type="checkbox"/> Status as crime victim or witness
<input checked="" type="checkbox"/> Date and/or time of release from custody of ACS, DOC, or NYPD	<input checked="" type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor
<input checked="" type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD	<input checked="" type="checkbox"/> Social Security Number
<input checked="" type="checkbox"/> Other:	
<input checked="" type="checkbox"/> License number	
<input checked="" type="checkbox"/> Licensee seal with signature	
<input checked="" type="checkbox"/> Driver's license information	
<input checked="" type="checkbox"/> Military status	
<input checked="" type="checkbox"/> Lawsuits/liens/lis pendens/judgments/bankruptcy/mortgage	
<input checked="" type="checkbox"/> Death records (e.g. date of death, SSA records)	
<input checked="" type="checkbox"/> Voter information (e.g. political party, registration number, voting history, registration district)	
<input checked="" type="checkbox"/> Utilities	
<input checked="" type="checkbox"/> Relatives/neighbors/associates	

* Certain of the types of identifying information specified above are collected – “collection” includes indirectly accessing information from external databases per the CPO – retained, and disclosed in limited instances. For example, such instances include, but are not limited to, collection of: (i) biometrics (e.g., photographs) for employee ID cards; (ii) religion and gender identity in equal employment opportunity contexts; (iii) voter information, since that is viewable on certain external database(s); (iv) marital or partnership status in connection with human resources matters; and, (v) scheduled court appearances in connection with DOB-related criminal

summonses, litigation, or court-ordered subpoenas.

N.Y.C. Admin. Code §23-1205(1)(a)

2. Specify the reasons why collection and retention of identifying information specified above furthers the purposes or mission of your agency.

Collection and retention of the identifying information specified above furthers the purposes and mission of the Department of Buildings (“Department” or “DOB”) by enabling DOB to perform the work associated with its various duties set out in the City Charter, the Administrative Code, and other relevant laws and rules. (See, for example, N.Y.C. Charter Chapter 26; N.Y.C. Administrative Code Title 28; N.Y.C. Zoning Resolution.)

The Department’s purposes and mission include regulation of construction, alteration, maintenance, use, occupancy, safety, sanitary conditions, mechanical equipment and inspection of buildings and structures in connection with the City’s over one million buildings and construction sites. They also include, among other things, regulation of outdoor signage and the licensing of various building-related trades. In this connection, DOB’s work includes, for example, approval of construction and demolition plans; regulation, inspection and testing of buildings, structures, service equipment, and cranes; signs; gas and electricity; designation of buildings as unsafe; issuance of licenses pertaining to various building trades; and enforcement in connection with all such matters. DOB collects and retains the above-described identifying information in connection with such purposes and mission. For example, DOB collects identifying information to be able to identify and contact individuals associated with DOB-related construction, licensing and enforcement matters.

The Department’s purposes and mission also include, for example, the procedural running of the agency as such, as well as compliance with laws generally applicable to all agencies. For example, DOB needs to collect and retain identifying information in connection with human resources requirements, contracting, conflict of interest law requirements, and equal employment law requirements. It collects and retains identifying information in connection with these purposes and mission.

Additionally, DOB sometimes collects and retains identifying information from other government entities to the extent it furthers the Department’s purposes and mission, or, as applicable, the purposes and mission of the other government entity. (See N.Y.C. Charter §386, heads of mayoral agencies shall coordinate the activities of their agencies with those of other agencies on matters within their jurisdiction by such means as the mayor may require or as the agency head may deem appropriate.)

Regarding retention of identifying information, DOB has the power and duty to—in areas under the Department’s jurisdiction—develop, implement, and maintain systems to collect, store, and disseminate data. (See N.Y.C. Charter §386(a).) In this connection, DOB retains the identifying information it collects as required by its Records Retention Schedule and as required by circumstances such as specific litigation.

Thus, identifying information collected and retained by DOB constitutes an integral and enabling resource for the performance of DOB’s purposes and mission.

N.Y.C. Admin. Code §23-1205(1)(f)

3. Describe the types of collections and disclosures classified as: (1) pre-approved as “routine,” (2) pre-approved as routine by APOs of two or more agencies, or (3) approved by the APO on a case-by-case basis.

Describe the Collection or Disclosure	Classification Type
Agency-wide: the APO has designated as “routine,” all collections and disclosures of identifying information that are a regular part of a Department employee(s)/unit(s)’ regular job duties or functions because they are designed to further the purposes and mission of DOB.	
Enforcement: The APO has designated as “routine” the following collections and disclosures made by the Enforcement Division: <ul style="list-style-type: none"> Collections and disclosures of identifying information made during the normal course of Department business and within the scope of a DOB employee’s regular job duties for purposes of performing functions and duties associated with the Enforcement Division, including, but not limited to, the following: conducting inspections & audits; all initiatives for verifying or enforcing compliance with code, rules, regulations and laws within the Department’s jurisdiction; investigative engineering services; engineering & safety operations; coordination of inter-agency enforcement initiatives; and, all ancillary functions. 	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
Development & Technical Affairs: The APO has designated as “routine” the following collections and disclosures made by the Development & Technical Affairs Division: <ul style="list-style-type: none"> Collections and disclosures of identifying information made during the normal course of Department business and within the scope of a DOB employee’s regular job duties for purposes of performing functions and duties associated with the Development & Technical Affairs Division, including, but not limited to, the following: construction plan examination; review of job applications and other materials submitted to the Department; issuance of permits; code-related inspections; technical matters; code and rule development; evaluation of alternative materials and the managing of approvals and technical certifications of certain entities performing inspections, tests and product certifications; and, all ancillary functions. 	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
Finance & Administration: The APO has designated as “routine” the following collections and disclosures made by the Finance & Administration Division: <ul style="list-style-type: none"> Collections and disclosures of identifying information made during the normal course of Department business and within the scope of a DOB employee’s regular job duties for purposes of performing functions and duties associated with the Finance & Administration Division, including, but not limited to, the following: asset management; budget and fiscal operations; human capital administration; professional development; procurement and contracting; and, all ancillary functions. 	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
Strategic Planning & Policy: The APO has designated as “routine” the following collections and disclosures made by the Strategic Planning & Policy Division: <ul style="list-style-type: none"> Collections and disclosures of identifying information made during the normal course of Department business and within the scope of a DOB employee’s regular job duties for purposes of performing functions and duties associated with the Strategic Planning & Policy Division, including, but not limited to, the following: analytics; information technology; code & rule implementation; risk management; customer service; inter-agency programs; project management; strategic operations; and, all ancillary functions. 	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
Legal & Regulatory Affairs: The APO has designated as “routine” the following collections and disclosures made by the Legal & Regulatory Affairs Division: <ul style="list-style-type: none"> Collections and disclosures of identifying information made during the normal course of Department business and within the scope of a DOB employee’s regular job duties for purposes of performing functions and duties associated with the Legal & Regulatory Affairs Division, including, but not limited to, the following: matters within the purview of the General Counsel’s Office; operations compliance; administrative policy; enforcement of code, rules, regulations, and laws within the Department’s jurisdiction; code and rule development; licensing matters; oversight & 	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis

administration of regulated buildings; investigations of misconduct within the Department's jurisdiction; and, all ancillary functions.	
<p>External Affairs: The APO has designated as "routine" the following collections and disclosures made by the External Affairs Division:</p> <ul style="list-style-type: none"> Collections and disclosures of identifying information made during the normal course of Department business and within the scope of a DOB employee's regular job duties for purposes of performing functions and duties associated with the External Affairs Division, including, but not limited to, the following: liaising with local, state, and federal agencies, community boards, elected officials, and other stakeholders; representing the Department at legislative hearings, interagency discussions, community board meetings, and other events; drafting and distributing materials related to legislation; advising Department staff; assisting stakeholders with navigating Department business, processes, and functions; initiatives to address and resolve all community, intergovernmental, and legislative affairs within the purview of the Department; and, all ancillary functions. 	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<p>Communications: The APO has designated as "routine" the following collections and disclosures made by the Communications Division:</p> <ul style="list-style-type: none"> Collections and disclosures of identifying information made during the normal course of Department business and within the scope of a DOB employee's regular job duties for purposes of performing functions and duties associated with the Communications Division, including, but not limited to, the following: marketing & special events; press office operations; multimedia & photography; publications; and, all ancillary functions. 	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<p>Equal Employment Office (EEO): The APO has designated as "routine" the following collections and disclosures made by the EEO Division:</p> <ul style="list-style-type: none"> Collections and disclosures of identifying information made during the normal course of Department business and within the scope of a DOB employee's regular job duties for purposes of performing functions and duties associated with the Equal Employment Office, including, but not limited to, the following: review and evaluation of Reasonable Accommodation requests; conducting employee trainings; investigations related to complaints and allegations of discrimination and non-compliance with applicable law & policy; issuance of recommended Department actions; initiating applicable courses of action; complaint in-take; conducting interviews; and, all ancillary functions. 	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<p>Inter-agency collections and disclosure: The APO has designated as "routine" all currently ongoing types of exchanges between the Department of Buildings (DOB) and other government entities—including NYC agencies—that involve collection, disclosure, or retention of identifying information. Non-current types of exchanges between DOB and other government entities—including NYC agencies—that involve collection, disclosure, or retention of identifying information have been designated by the APO as "non-routine" and, therefore, will require prior APO approval on a case-by-case basis.</p>	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<p>Case-by-case basis (non-routine): The APO has designated as "non-routine" all collections and disclosures of identifying information that are not routine. Any such collection or disclosure requires approval on a case-by-case basis by the APO.</p>	<input type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input checked="" type="checkbox"/> Approved by APO on a case-by-case basis
N.Y.C. Admin. Code §23-1205(1)(b)	

<p>4. If applicable, specify the types of collections and disclosures approved by the Chief Privacy Officer.</p>
<p>Describe Type of Collection or Disclosure</p> <p>Not Applicable.</p>

5. Describe the agency's current policies regarding requests for disclosures from other City agencies, local public authorities or local public benefit corporations, and third parties.

The Department's current policies regarding requests for disclosures from other entities include, but are not limited to, the following:

1. The Department's *Privacy Policy Statement* provides instructions to DOB employees regarding how to handle identifying information; such instructions incorporate the model requirements set forth *Model Protocol for Handling Third Party Requests for Information Held by City Agencies* issued by the First Deputy Mayor in April 2017. Additionally, a portion of the Department's Employee Handbook addresses the handling by employees of confidential information.
2. The Department's APO has pre-approved as "routine" all disclosures involving identifying information that are a regular part of a DOB employee(s)/unit(s)' regular job duties or functions.
3. If a DOB employee receives a request for disclosures that are not within the scope of regular job duties, but is within the scope of a different DOB employee(s)/unit(s)' job duties, then the request should be forwarded to that employee/unit for handling or should be handled as instructed by a supervisor.
4. If a DOB employee receives a request for disclosure involving identifying information that is not within the scope of any employee(s)/unit(s)' regular job duties, the Department's APO must be consulted before any action is taken.
5. The Department's Agency Privacy Officer (APO) has pre-approved as "routine" all currently ongoing types of exchanges between DOB and other government entities that include disclosure of identifying information.
6. The Department's APO has designated as "non-routine" non-current types of exchanges of identifying information between DOB and other government entities that include disclosure of identifying information. As such, if a new type of report or information is going to be exchanged between DOB and another government entity, employees must first consult the APO.
7. Generally, all communication with the media goes through the office of Communications; if a member of the press or media contacts a DOB employee, such employee should inform the Communications office.
8. Generally, all communication with elected officials goes through the office of External Affairs, or other DOB staff members designated to work on specific matters that require such communication; if an elected official or member of his or her office contacts a DOB employee not so designated, such employee should inform the External Affairs office.
9. If someone requests information on any matter, including information regarding a DOB employee, under the Freedom of Information Law (FOIL) or in connection with a subpoena, the request should be referred to the Department's Office of the General Counsel.
10. When a DOB employee must immediately make a non-routine disclosure involving identifying information due to the existence of exigent circumstances and there is no time to contact the Department's APO in advance about how to proceed, then such employees must: (1) ask a supervisor how to handle the matter; (2) handle the matter as indicated by the supervisor; and (3) immediately send the APO all available information about the matter, including details of the exigent circumstances.

6. Do the above policies address access to or use of identifying information by employees, contractors, and subcontractors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. If YES, do such policies specify that access to such information must be necessary for the performance of their duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Describe whether the policies are implemented in a manner that minimizes such access to the greatest extent possible while furthering the purpose or mission of the agency.	The above DOB policies have been implemented in a manner that minimizes access to identifying information, to the extent possible at this time, while still enabling the performance of such DOB job/unit duties and functions in furtherance of DOB's purposes and mission.

N.Y.C. Admin. Code §§23-1205(1)(c)(1), and (4)

9. Describe the agency's current policies for handling proposals for disclosures of identifying information to other City agencies, local public authorities or local public benefit corporations, and third parties.

See Items 5 and 6 in the response to Section 5, above.

N.Y.C. Admin. Code §23-1205(1)(c)(2)

10. Describe the agency's current policies regarding the classification of disclosures as necessitated by the existence of exigent circumstances or as routine.

Under the Department's current policy, disclosures of identifying information that are not-routine but are made where the existence of exigent circumstances precludes obtaining prior APO (or designee) approval are classified as "non-routine." In rare cases where a DOB employee must immediately make a non-routine disclosure involving identifying information due to the existence of exigent circumstances and there is no time to contact the Department's APO in advance about how to proceed, then such employees must: (1) ask a supervisor how to handle the matter; (2) handle the matter as indicated by the supervisor; and (3) immediately send the APO all available information about the matter, including details of the exigent circumstances.

N.Y.C. Admin. Code §23-1205(1)(c)(3)

11. Describe the agency's current policies regarding which divisions and categories of employees within an agency make disclosures of identifying information following the approval of the privacy officer.

The Department's current policies regarding which divisions and categories of employees within the agency make disclosures of identifying information following approval of the APO include, but are not limited to, the following:

- The Department's APO has pre-approved as "routine" all disclosures that involve identifying information that are a regular part of a DOB employee(s)/unit(s)' regular job duty or function.
- The Department's APO has pre-approved as "routine" all currently ongoing types of exchanges between DOB and other government entities that include collection, disclosure, or retention of identifying information.
- If work involves disclosure of identifying information not within the scope of any employees'/units' regular job duties, or a new type of disclosure of identifying information to other government entities, DOB employees must consult the Department's APO before taking any action. In such cases, the employee must send all relevant information about the work to the APO for review. Upon review, the APO will then direct the employee how to proceed. In such cases, the APO may issue instructions regarding which specific employee(s), division(s), and/or categories of employees may make the disclosure(s) at issue.

N.Y.C. Admin. Code §23-1205(1)(c)(4)

12. Describe whether the agency has considered or implemented, where applicable, any alternative policies that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the purpose or mission of such agency.

The Department of Buildings has discussed the types of identifying information disclosed via the Department's publicly-accessible databases as well as the City's Open Data portal and considered possible policies regarding such disclosures in light of the Department's mission and purpose.

N.Y.C. Admin. Code §23-1205(4)

13. Describe the agency's use of agreements for any use or disclosure of identifying information.

Regarding written agreements with other government entities that involve use or disclosure of identifying information, the Department determines on a case-by-case basis if a written Memorandum of Understanding will be used in that connection. Regarding contracts that involve use or disclosure of identifying information (DOB does not have human services contracts), they are reviewed on a case-by-case basis.

N.Y.C. Admin. Code §23-1205(1)(d)

14. Using the table below, specify the types of entities requesting the disclosure of identifying information or proposals for disclosures of identifying information, and for each entity, describe (1) the reasons why an agency discloses identifying information to such entity, and (2) why any such disclosures furthers the purpose or mission of such agency.

Type of Entity	Description of Reason for Disclosure	Description of how disclosure furthers the purpose or mission of the agency
<p>Overview of purpose for disclosure to other entities: Disclosure of identifying information in certain contexts enables DOB to perform important agency functions in connection with its purposes and mission; for example, in connection with DOB’s mandate to enforce, with respect to buildings, structures, and construction sites, compliance with code, the Zoning Resolution, and other relevant laws, rules, and regulations under DOB’s jurisdiction.</p> <p>The Department might exchange identifying information with another entity (either as a result of a request or proposal) in connection with the furtherance of DOB’s purposes and mission or in some cases, in connection with the furtherance of the other entity’s purposes and mission. The Department might exchange identifying information in connection with, for example, certificates of occupancy, inspections, compliance filings, permits, violations, and registered design professionals to other entities. Examples include the following:</p>		
Municipal, state, or federal government	<ul style="list-style-type: none"> • <u>Communications Division</u> – for purposes of providing such government entities with accurate information and official statements pertaining to matters within the Department’s regulatory jurisdiction. • <u>Development & Technical Affairs Division</u> – for purposes of coordinating regulatory efforts concerning construction projects, construction applications, energy code, and other development and technical matters within the Department’s regulatory jurisdiction. • <u>Legal & Regulatory Affairs Division</u> – for purposes of performing investigations, liaising on legal, regulatory, and legislative matters, responding to document requests, and prosecuting cases within the Department’s jurisdiction. • <u>Finance & Administration Division</u> – for purposes of human resource administration, for instance, transferring of employee personnel files when employees transfer between city agencies, uploading information regarding procurement matters to the VENDEX system, and in connection with the management of Department property and assets. • <u>External Affairs Division</u> – in connection with DOB’s regulatory jurisdiction, acting as a liaison regarding governmental, community, and legislative matters within the purview of the Department. • <u>Strategic Planning & Policy Division</u> – for purposes of coordinating and improving multi-agency initiatives, to 	<p>Such disclosure to relevant government entities facilitates the coordination of activities on matters within the Department’s regulatory jurisdiction.</p> <p>In some instances the Department is required to disclose identifying information to other government entities. For example, the Department must provide written notice to the New York State Department of Education of Registered Design Professionals who have received an adverse determination or sanction by the Department. (See section 28-104.2.1.6 of the N.Y.C. Administrative Code). In general, exchanging information within circumscribed contexts can further the missions of the relevant agencies and assist the Department in regulating the lawful use of buildings, structures, and construction sites across the City’s five boroughs.</p>

	<p>assist in the requesting entity's mandate as appropriate, and to distribute operational and performance-based reports and dashboards concerning the Department and its functions.</p> <ul style="list-style-type: none"> • <u>Enforcement Division</u> – in connection with investigations and enforcement, including coordinating multi-agency enforcement initiatives and activities within the Department's regulatory jurisdiction. 	
Members of the public	<ul style="list-style-type: none"> • <u>External Affairs Division</u> – for purposes of responding to public inquiries relating to governmental, community, and legislative matters and to liaise on matters pertaining to the public and external stakeholders. • <u>Communications Division</u> – for purposes of responding to public inquiries with accurate public information regarding matters within the Department's regulatory jurisdiction. • <u>Strategic Planning & Policy Division</u> – for purposes of distributing publicly-available information concerning the Department's regulatory initiatives to facilitate research on matters pertinent to the Department's mission and purpose. • <u>Legal & Regulatory Affairs Division</u> – for purposes of complying with New York state law pursuant to Freedom of Information Law (FOIL) requests, subpoena requests, and BSA and litigation matters. 	<p>The Department discloses certain types of identifying information to the public in various circumscribed contexts, each of which is intended to fulfill and further its purposes and mission. For instance, the Department discloses information via the NYC Open Data portal to members of the public. (See N.Y.C. Administrative Code Title 23, Chapter 5). The Department also makes disclosures of identifying information to members of the public who submit FOIL requests to DOB. (See Article 6 of the New York State Public Officers Law).</p>
Elected officials	<ul style="list-style-type: none"> • <u>External Affairs Division</u> – for purposes of acting as a liaison to address and facilitate the resolution of governmental, community, and legislative matters within the regulatory jurisdiction of the Department. 	<p>Such disclosures further the mission and purposes of the Department insofar as they inform the elected officials on matters within the Department's jurisdiction and assist them in serving the interests of their constituents and the public.</p>
Civic & industry stakeholders	<ul style="list-style-type: none"> • <u>External Affairs Division</u> – to facilitate the resolution of matters brought to its attention by external stakeholders and to act as a liaison regarding governmental, community, and legislative matters within the purview of the Department. 	<p>The Department's External Affairs Division makes disclosures of publicly available identifying information concerning matters within DOB's jurisdiction to various civic and industry stakeholders. Liaising with such stakeholders is within the scope of the Division's duties and functions and furthers the Department's commitment to provide efficient service to all New Yorkers and to operate as a responsive and accountable city agency. For example, in connection with rule-making and the drafting of legislation, such disclosures may be a way for the Department to obtain and take into account the views of parties that will be affected by the rules and laws in question.</p>
Members of the press	<ul style="list-style-type: none"> • <u>Communications Division</u> – for purposes of providing the press with accurate information and official statements regarding the Department, its operations, and matters 	<p>The Communications Division's disclosure of public information concerning DOB, its operations and employees to members of the press promotes an awareness of DOB's purposes and mission,</p>

	within the Department's regulatory jurisdiction.	namely, to ensure the safe and lawful use of buildings and properties through the enforcement of the NYC Construction Codes, Zoning Resolution, rules, regulations, and other applicable laws. Through its disclosures to members of the press, the Communications Division provides accurate, timely and consistent information.
Department vendors (via procurement process)	<ul style="list-style-type: none"> • <u>Finance & Administration Division</u> – for purposes of enabling the work of the Agency Chief Contracting Office. • <u>The Legal & Regulatory Affairs Division</u> – for purposes of enabling licensing exam vendors to administer, in accordance with contract terms, licensing exams as required by applicable code, rules, regulations, and other laws in the Department's jurisdiction. • <u>Enforcement</u> – for purposes of enabling Department-contracted for licensed elevator inspectors to, in accordance with contract terms, conduct elevator inspections pursuant to applicable code, rules, regulations, and other laws. 	The Department makes disclosures of identifying information to vendors who have contracted with DOB to provide goods or services that further its mission and purposes. (These are not human-services contracts.) As such, the Department's limited disclosures of certain necessary types of identifying information are intended to enable and facilitate these vendors' ability to complete their work and fulfill their contractual obligations to DOB. This in turn furthers the Department's mission and purposes.
N.Y.C. Admin. Code §23-1205(1)(e)		

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15. Describe the impact of the Identifying Information Law and other applicable laws upon your agency's practices in relation to collection, retention, and disclosure of identifying information.

The Identifying Information Law resulted in DOB designating the APO, providing its employees with additional guidance on how to handle identifying information, and evaluating the relationship between the requirements of the Open Data Law and the Identifying Information Law.

N.Y.C. Admin. Code §23-1205(2)

16. Describe the impact of any privacy policies and protocols issued by the Chief Privacy Officer or the Identifying Information Committee, as applicable, upon your agency's practices in relation to the collection, retention, and disclosure of identifying information.

The template forms issued by the CPO and the definitions provided by the CPO were utilized by the Department to comply with the requirements of the Identifying Information Law.

N.Y.C. Admin. Code §23-1205(3)

APPROVAL SIGNATURE FOR AGENCY REPORT

Preparer of Agency Report:

Name: Juliet Neisser

Title: Agency Privacy Officer

Email: dobapo@buildings.nyc.gov

Phone: (212) 393-2093

SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Agency Head (or designee):

Name: Rick D. Chandler, P.E.

Title: Commissioner

Email: rchandler@buildings.nyc.gov

Phone: (212) 393-2001

Signature:



Date:

7.30.18

- End of Document