

BIENNIAL AGENCY REPORT

**INSTRUCTIONS**

The Identifying Information Law requires City agencies to submit comprehensive biennial agency reports related to their collection, retention, and disclosure of identifying information and their privacy protection practices.

To complete the 2024 biennial agency report:

- Review Form 2s ([APO Designation of Collection and Disclosures as “Routine”](#)) made since the 2022 compliance cycle;
- Review Form 5s ([Agency Privacy Officer Approval of Collections and Disclosures on a “Non-Routine” Basis](#)) made since the 2022 compliance cycle;
- Use Forms 2 & 5 to complete [Worksheet 1](#) for all new and existing **collections** between 2022-2024;
- Use Forms 2 & 5 to complete [Worksheet 2](#) for all new and existing **disclosures** between 2022-2024.
- Complete the Biennial Agency Workbook;
- Submit the biennial agency report by **July 31, 2024**.

Submit the biennial agency report to:

- Mayor at [MOReports@cityhall.nyc.gov](mailto:MOReports@cityhall.nyc.gov)
- City Council Speaker at [reports@council.nyc.gov](mailto:reports@council.nyc.gov)
- Chief Privacy Officer and the Citywide Privacy Protection Committee at [ojp@oti.nyc.gov](mailto:ojp@oti.nyc.gov)
- Department of Records and Information Services (DORIS) online submission portal at <https://a860-gpp.nyc.gov>

**THIS REPORT IS PUBLIC. PREPARERS SHOULD CONSULT AGENCY COUNSEL OR THE CHIEF PRIVACY OFFICER TO ENSURE THE RESPONSES ARE PROVIDED ACCORDING TO APPLICABLE LAW AND CITY POLICY.**

**VERSION CONTROL**

<b>Version</b>	<b>Description of Change</b>	<b>Approver</b>	<b>Date</b>
4.0	New design for ease of use and technological enhancements, and miscellaneous clarifying revisions.	Michael Fitzpatrick Chief Privacy Officer, City of New York	April 2024
3.0	Updated completion date; miscellaneous clarifying revisions.	Aaron Friedman Principal Senior Counsel Office of Information Privacy	April 2022
2.0	Updated completion date; miscellaneous clarifying revisions.	Laura Negrón Chief Privacy Officer, City of New York	April 2020
1.0	First Version	Laura Negrón Chief Privacy Officer, City of New York	April 2018

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**BIENNIAL AGENCY REPORT  
(Due on or before July 31, 2024)**

1. Agency: Department of Transportation
  
2. APO Contact Details
  - a. Name: Erica N. Schwitzer
  - b. Title: Executive Agency Counsel
  - c. Email: eschwitzer@dot.nyc.gov
  - d. Telephone: 212-839-7700

**COLLECTIONS**

3. How many collections does the agency have to describe?  
29
  
4. **COLLECTIONS.** Upload worksheet 1.



*- Proceed to the next page -*

5. For all **collections**, select the types of identifying information collected (check all that apply). See [Citywide Privacy Protection Policies and Protocols § 3.1](#).

<input type="checkbox"/> Name <input type="checkbox"/> Social security number (full or last 4 digits)* <input type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<b><u>Work-Related Information</u></b> <input type="checkbox"/> Employer information <input type="checkbox"/> Employment address
<b><u>Biometric Information</u></b> <input type="checkbox"/> Fingerprints <input type="checkbox"/> Photographs <input type="checkbox"/> Palm and handprints* <input type="checkbox"/> Retina and iris patterns* <input type="checkbox"/> Facial geometry* <input type="checkbox"/> Gait or movement patterns* <input type="checkbox"/> Voiceprints* <input type="checkbox"/> DNA sequences* <input type="checkbox"/> Height <input type="checkbox"/> Weight	<b><u>Government Program Information</u></b> <input type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input type="checkbox"/> Any scheduled court appearances <input type="checkbox"/> Eligibility for or receipt of public assistance or City services <input type="checkbox"/> Income tax information <input type="checkbox"/> Motor vehicle information
<b><u>Contact Information</u></b> <input type="checkbox"/> Current and/or previous home address <input type="checkbox"/> Email address <input type="checkbox"/> Phone number	<b><u>Law Enforcement Information</u></b> <input type="checkbox"/> Arrest record or criminal conviction <input type="checkbox"/> Date and/or time of release from custody of ACS, DOCS, or NYPD <input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<b><u>Demographic Information</u></b> <input type="checkbox"/> Country of origin <input type="checkbox"/> Date of birth* <input type="checkbox"/> Gender identity <input type="checkbox"/> Languages spoken <input type="checkbox"/> Marital or partnership status <input type="checkbox"/> Nationality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sexual orientation	<b><u>Technology-Related Information</u></b> <input type="checkbox"/> Device identifier including media access control (MAC) address or Internet mobile equipment identity (IMEI)* <input type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual* <input type="checkbox"/> Internet protocol (IP) address* <input type="checkbox"/> Social media account information
<b><u>Status information</u></b> <input type="checkbox"/> Citizenship or immigration status <input type="checkbox"/> Employment status <input type="checkbox"/> Status as a victim of domestic violence or sexual assault <input type="checkbox"/> Status as crime victim or witness	
<b><u>Other Types of Identifying Information</u></b> (list below):  	
<p>*Type of identifying information designated by the CPO (see <a href="#">CPO Policies &amp; Protocols, §3.1.1</a>).</p>	

**DISCLOSURES**

6. How many disclosures does the agency have to describe?

22

7. **DISCLOSURES.** Upload worksheet 2.



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8. For all **disclosures**, select the types of identifying information disclosed (check all that apply).  
See [Citywide Privacy Protection Policies and Protocols § 3.1](#).

<input checked="" type="checkbox"/> Name <input type="checkbox"/> Social security number (full or last 4 digits)* <input type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<b><u>Work-Related Information</u></b> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<b><u>Biometric Information</u></b> <input type="checkbox"/> Fingerprints <input checked="" type="checkbox"/> Photographs <input type="checkbox"/> Palm and handprints* <input type="checkbox"/> Retina and iris patterns* <input type="checkbox"/> Facial geometry* <input type="checkbox"/> Gait or movement patterns* <input type="checkbox"/> Voiceprints* <input type="checkbox"/> DNA sequences* <input type="checkbox"/> Height <input type="checkbox"/> Weight	<b><u>Government Program Information</u></b> <input type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input type="checkbox"/> Any scheduled court appearances <input type="checkbox"/> Eligibility for or receipt of public assistance or City services <input type="checkbox"/> Income tax information <input checked="" type="checkbox"/> Motor vehicle information
<b><u>Contact Information</u></b> <input checked="" type="checkbox"/> Current and/or previous home address <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<b><u>Law Enforcement Information</u></b> <input type="checkbox"/> Arrest record or criminal conviction <input type="checkbox"/> Date and/or time of release from custody of ACS, DOCS, or NYPD <input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<b><u>Demographic Information</u></b> <input type="checkbox"/> Country of origin <input type="checkbox"/> Date of birth* <input type="checkbox"/> Gender identity <input type="checkbox"/> Languages spoken <input type="checkbox"/> Marital or partnership status <input type="checkbox"/> Nationality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sexual orientation	<b><u>Technology-Related Information</u></b> <input type="checkbox"/> Device identifier including media access control (MAC) address or Internet mobile equipment identity (IMEI)* <input type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual* <input type="checkbox"/> Internet protocol (IP) address* <input checked="" type="checkbox"/> Social media account information
<b><u>Status information</u></b> <input type="checkbox"/> Citizenship or immigration status <input checked="" type="checkbox"/> Employment status <input type="checkbox"/> Status as a victim of domestic violence or sexual assault <input type="checkbox"/> Status as crime victim or witness	
<b><u>Other Types of Identifying Information</u></b> (list below):  	
<p>*Type of identifying information designated by the CPO (see <a href="#">CPO Policies &amp; Protocols, §3.1.1</a>).</p>	

9. Separate from the Citywide Privacy Protection Policies and Protocols, what are the agency's policies regarding requests for disclosures from other City agencies, local public authorities or local public benefit corporations, and third parties? Please **summarize or upload a copy of the policy**. See *N.Y.C. Admin. Code § 23-1205(a)(1)(c)(1)*.
10. Which divisions of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See § *N.Y.C Admin. Code § 23-1205(a)(1)(c)(4)*.
11. Which categories of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See § *N.Y.C Admin. Code § 23-1205(a)(1)(c)(4)*.
12. Do any of the agency's policies address **access** to identifying information by employees, contractors, and subcontractors? See § *N.Y.C. Admin Code § 23-1205(a)(4)*.
- Yes – **GO TO QUESTION 13**
- No – **GO TO QUESTION 16**
13. Do these policies state that **access** to identifying information must be necessary for the employees, contractors, and subcontractors to perform their duties? See *N.Y.C. Admin Code § 23-1205(a)(4)*.
- Yes – **GO TO QUESTION 14**
- No – **GO TO QUESTION 16**
14. Are these policies implemented so that **access** is limited to the greatest extent possible, but also furthers the purpose or mission of the agency?
- Yes – **GO TO QUESTION 15**
- No – **GO TO QUESTION 16**



15. Describe how **access** is limited to the greatest extent possible while furthering the purpose or mission of the agency.

16. **Summarize or upload** the agency's current policies for handling **proposals for disclosures to other** City agencies, local public authorities, or local public benefit corporations, and third parties. *See N.Y.C Admin Code § 23-1205(a)(1)(c)(2).*

17. **Summarize or upload** the agency's current policies regarding the classification of **disclosures** as necessitated by the existence of **exigent circumstances or as routine**. *See N.Y.C Admin Code § 23-1205(a)(1)(c)(3).*

18. Since 2022, has the agency **considered or implemented**, where applicable, policies that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the purpose or mission of the agency? *See N.Y.C Admin Code § 23-1205(a)(3).*

Yes – **GO TO QUESTION 19**

No – **GO TO QUESTION 20**

19. Summarize the policies that the agency has **considered or implemented** regarding data minimization for the collection, retention, and disclosure of identifying information. *See N.Y.C Admin Code § 23-1205(a)(4).*

20. Summarize the agency's use of agreements for any use or disclosure of identifying information. *See N.Y.C Admin Code § 23-1205 (a)(1)(d).*
21. Since 2022, describe the impact of the Identifying Information Law and any other local, state, or federal laws upon your agency's practices in relation to the collection, retention, and disclosure of identifying information (i.e., if such practices would differ in the absence of these laws). The impact can be positive or negative. *See N.Y.C Admin Code § 23-1205(a)(2).*
22. Describe how the current privacy policies and protocols issued by the Chief Privacy Officer, or the guidance issued by the Citywide Privacy Protection Committee affected your agency's practices in relation to the collection, retention, and disclosure of identifying information. The effects can be positive or negative. *See N.Y.C Admin Code § 23-1205(a)(2).*

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**APPROVAL SIGNATURE FOR AGENCY REPORT**

**PREPARER OF AGENCY REPORT**

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Title: Executive Agency Counsel  
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**ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW**

Name: Lisa Velasquez  
Title: Deputy Counsel  
Email: [lvelasquez@dot.nyc.gov](mailto:lvelasquez@dot.nyc.gov)  
Phone: 2128397284

Signature: *Lisa Velasquez*  
Lisa Velasquez (Aug 19, 2024 14:46 EDT)

Date: 08/19/2024

Describe the following types of collections. *Note, you may have multiple collections of the same type.*

COLLECTIONS				
	<i>Type of Collection</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Collection.</i>
1	Procurement	The ACCO collects and retains information related to the oversight of all agency procurement efforts managing procurements that require contracts and for the solicitation and selection of vendors, change orders, time extensions, dispute determinations and contractual compliance with labor law, local, federal, and state procurement requirements.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency’s mission in the normal course of business. The ACCO’s collections of identifying information furthers the Agency purpose by facilitating oversight and management of procurement contracts.
2	Human Resources and other Personnel Matters	The Advocate's Office collects, and retains various personnel related information and records in the performance of core duties of the unit, to investigate and prosecute complaints of employee misconduct.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying

				information furthers the Agency’s mission in the normal course of business. The Advocate’s collections of identifying information furthers the Agency purpose by investigating and prosecuting complaints of employee misconduct in an expeditious manner.
3	Strategic Initiatives	The Bikes in Buildings Program collects and retains limited information received from program applicants in the performance of the core function of the program, to implement the Bicycle Access to Office Buildings Law. The program allows tenants of office buildings to request bicycle access for the employees.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency’s mission in the normal course of business. The Bike’s in Building’s collections of identifying information furthers the Agency purpose by directing citywide cycling policy, and allowing tenants to request Bike access from landlords in commercial buildings, and for DOT to monitor the requests for access and their status.

4	Procurement	The Bridges-Truck Permit Unit collects and retains the information submitted by permittees in the performance of its core function of issuing Annual Overweight Truck Permits, Daily Over-dimensional Truck Permits, and Special Hauling Crane Permits for transit of said vehicles within the five boroughs of New York City.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. The Bridges-Truck unit's collections of identifying information furthers the Agency purpose by issuing approximately 500 Annual Overweight Load Permits (mostly renewals), and approximately 50,000 Daily Oversize/Over-dimensional/ OD permits (including OD permits for film production vehicles and Supersize Truck Permits), and 300 Annual Self Propelled Crane Permits, all in accordance with the New York City Department of Transportation Policy and Procedures and the New York City Traffic Rules and Regulations section 4-15.
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5	Procurement	The Camera (Automated Enforcement Unit) in conjunction with their contractor, collects, and retains information necessary to issue notices of liability to motorists who proceed into the crosswalk while the signal is red, operate their vehicles in lanes designated "bus lane only" or speed within designated zones.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. The AEU's collections of identifying information furthers the Agency purpose by ensuring public safety in it's installation of red light, fixed speed, mobile speed, and bus lane enforcement cameras which are deployed citywide. These enforcement cameras utilize state of the art technology to make motorists aware of their potentially dangerous driving behaviors through the issuance of a violation in the form of a Notice of Liability. Thereby reducing traffic fatalities, personal injuries, vehicular crashes and property damage through prevention and awareness.
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6	Client or Customer Service	The Commissioner’s Correspondence Unit collects and retains information necessary to manage all aspects of customer communications and feedback to address concerns, queries, requests, complaints, and suggestions from the public.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency’s mission in the normal course of business. The Borough Commissioners units’ collections of identifying information furthers the Agency purpose by serving as liaison to the public on all Department matters, spearheading outreach to elected officials, community boards, and citizens to inform the public of Department initiatives and to receive constituent suggestions and concerns. The Borough Commissioners also assist in determining current and future needs of the community pertaining to safety improvements, traffic engineering, roadway maintenance, capital street
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				reconstruction, bicycle lanes, and other borough operations.
7	Procurement	The Franchises and Concessions Unit collects and retains information received from the public in their applications for concessions and/or franchises in the performance of core functions of the unit of allowing the public to do business with the city and providing more safe and efficient spaces in the city for citizens to use.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency’s mission in the normal course of business. The Franchises and Concessions units’ collections of identifying information furthers the Agency purpose by overseeing the solicitation and approval of NYC DOT's concessionaires and franchisees. The unit coordinates and obtains approvals as needed with a variety of stakeholders, including community boards, elected officials, community groups, other City agencies, and other DOT units.
8	Education	The Dangerous Vehicle Abatement Program (DVAP) administers an educational	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as

		<p>program for registered owners of vehicles that have accumulated red light and speed camera violations in accordance with Subchapter 4, Chapter 1 of Title 19 of the New York City Administrative Code. The unit obtains identifying information from fully adjudicated violations from the New York City Department of Finance (DOF) and accesses New York State Department of Motor Vehicle's and DOF's databases to verify the validity of license plates and vehicle registrations as well as to check current and past mailing addresses.</p>		<p>set forth in New York City Charter Sections 14 &amp; 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. The DVAP's collections of identifying information furthers the Agency purpose of safety by administering an educational program to those vehicle owners who have accumulated a number of speed camera or red light camera violations to educate owners about responsible vehicle ownership and prevent vehicles from becoming dangerous instruments.</p>
9	Human Resources and other Personnel Matters	<p>The Equal Employment Opportunity, Diversity and Inclusion (EDI) Office collects and retains various personnel related information and records in the performance of core equal employment and diversity functions including conducting investigations.</p>	Pre-approved as routine	<p>The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 &amp; 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal</p>

				course of business. The EDI's collections of identifying information furthers the Agency purpose by collecting various personnel related information and ensuring that all employees and applicants for employment are given an equal opportunity to succeed in the workplace.
10	Utilities & Infrastructure	The Ferries Division collects and retains identifying information necessary to operate the Staten Island Ferry and oversee private Ferries additionally it submits necessary information required for New York State Department of Criminal Justice Peace Officer Certification.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. Ferries' collections of identifying information furthers the Agency purpose by collecting information necessary to operate the Staten Island Ferry and private commuter ferries.
11	Legal Matters or Proceeding	The Highway Inspection Quality Assurance (HIQA) Unit collects and retains information	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as

		necessary to inspect and issue summonses for defacement cases, where individual property owners are named as respondents.		set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. HIQA's collections of identifying information furthers the Agency purpose by ensuring work sites such as sidewalks, roadways, and highways comply with permit stipulations, safety, maneuverability, in-progress inspections, and when necessary, issue summonses for noncompliance with these rules and regulations.
12	Human Resources and other Personnel Matters	The Dept. of Occupational Safety and Health (DOTOSH) Unit collects and retains information necessary in performing core duties of ensuring that that the workplace conforms to applicable standards and that employees use safe tools, equipment, and protective gear in managing the Agency's	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. The DOTOSH

		compliance with federal, state, and local occupational safety and health laws.		unit's collections of identifying information furthers the Agency purpose by ensuring that DOT work environments are free of recognized hazards and unsafe conditions for all employees. To that end, DOTOSH examines workplace conditions to ensure they conform to applicable OSHA standards, rules, and regulations and ensures that employees have and use safe tools and equipment, and personal protective equipment, and that such equipment is properly maintained.
13	Human Resources and other Personnel Matters	The Drug and Alcohol Testing Unit collects and retains information required for compliance with various federal employee drug and alcohol testing regulations and the enforcement of contractual testing for some civil service titles.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. The Drug & Alcohol Testing Unit's collections of identifying information furthers the Agency purpose by

				ensuring agency compliance with federal employee drug and alcohol testing regulations for employees subject to random drug and alcohol testing.
14	Human Resources and other Personnel Matters	The Facilities and Security Management Unit collects and retains information necessary to support the Agency's real estate portfolio including environmental and other code compliance in addition to monitoring security such as theft, vandalism, or other crimes on Agency property.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. The Facilities and Security Management unit's collections of identifying information furthers the Agency purpose by performing the operations, maintenance and repair, regulatory compliance, and general management of these 80 plus leased or City-owned facilities across more than 7 million square feet of office, yard, workshop, manufacturing, and warehouse space throughout the City. This Unit also manages the Agency's

				mail delivery and supply storehouse services throughout the city.
15	Human Resources and other Personnel Matters	The Office of Labor Relations collects and retains information required to perform its core functions of enforcing labor agreements, guaranteeing rights of employees to union activities and interfacing between management and the Mayor’s Office of Labor Relations.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency’s mission in the normal course of business. The Office of Labor Relations collections of identifying information furthers the Agency purpose by ensuring the Agency’s consistent administration of labor laws, contracts and labor policies, and guarantees the rights of employees to union activity and due process. The Office of Labor Relations handles day-to-day labor-management conflicts through both formal grievance channels and informal alternative dispute resolution procedures.

16	Human Resources and other Personnel Matters	The Payroll and Personnel Units collects and retains various payrolls and personnel related information and records in the performance of core administrative and human resource functions.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. The Payroll and Personnel unit's collections of identifying information furthers the Agency purpose by ensuring that all personnel actions conform to oversight guidelines, NYS civil service law and federal legislation; performs personnel functions related to hiring, terminations, promotions, and transfers and administers benefits. The Office of Payroll and Timekeeping performs timekeeping and payroll functions for the agency ensuring that the biweekly payroll for a 24/7 operation of thousands of employees serving in over 200 titles, working different weekly hours and belonging to many
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				unions with differing contracts and determinations regarding hours and pay is consistently accurate.
17	Human Resources and other Personnel Matters	The Training and Development Unit collects and retains information required for licensing and certification of staff including for FDNY compliance for employees who use equipment with components or fuel that fall under the NYC fire code or employees who are required to oversee or sign-off on inspections or equipment that falls under the jurisdiction of the FDNY.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency’s mission in the normal course of business. The Training & Development unit’s collections of identifying information furthers the Agency purpose by developing and offering an array of innovative and diverse programs in support of the organization's commitment to employee development, partnerships, and organizational enrichment.
18	Technology	The IT & T division collects and retains information in the performance of IT related functions including but not limited to hosting, database	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the

		administration and management, helpdesk, asset management and cyber security.		New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency’s mission in the normal course of business. The IT & Telecom’s collections of identifying information furthers the Agency purpose by promoting technology initiatives by delivering quality service, and secure solutions that provide new and improved capabilities for the Agency.
19	Client or Customer Service	The Language Access Unit collects and retains limited NYC customer information during the performance of the core function of providing language accessibility to members of the public who speak various languages so that they may be better able to understand the information DOT provides and take advantage of opportunities an innovations DOT provides.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency’s mission in the normal course of business. The Language Access Unit’s collections of identifying information furthers the Agency purpose by collecting customer information of those New Yorkers with Limited English

				proficiency (LEP) during the performance of providing LEP New Yorkers with equal access to all DOT services.
20	Legal Matters or Proceeding	The Legal Affairs Division collects and retains identifying information necessary in performing its core mission as Counsel for the Agency, performing transactional, contract, and regulatory compliance, litigation, litigation support, Freedom of Information law (FOIL), records management and other legal functions.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency’s mission in the normal course of business. The Legal Affairs’ collections of identifying information furthers the Agency purpose by providing legal advice to DOT Staff and providing legal representation and guidance regarding all legal matters related to DOT.
21	Client or Customer Service	The Permit Management Office collects and retains identifying information provided by permittees in furtherance of its core mission of reviewing and approving applications for construction on city roadways and sidewalks.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying

				information furthers the Agency's mission in the normal course of business. The Permit Management unit's collections of identifying information furthers the Agency purpose by providing extensive customer support for all applicants, registers permittees, and receiving and reviewing for accuracy and completeness of permit applications submitted online and in-person, and also by reviewing appropriate fees for both online and in-person applications.
22	Legal Matters or Proceeding	The Recoupment Unit collects and retains information necessary to recover expenses paid for damage to Agency property by members of the public.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. The Recoupment unit's collections of identifying information furthers the Agency purpose by

				recovering monies owed to the City of NY due to damages sustained to City property under NYC DOT's jurisdiction.
23	Legal Matters or Proceeding	The Sidewalks Unit collects and retains information on property owners in the performance of the unit's core mission of making sidewalks safe and accessible, by among other functions, inspecting sidewalks and issuing violations to property owners.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. The Sidewalk unit's collection of identifying information of property owners furthers the Agency purpose by making sidewalks safe and accessible for all pedestrians. The unit achieves this goal by responding to complaints of defective sidewalks in a courteous and timely manner; contracting with private construction firms to complete repairs of deteriorated sidewalks; and employing managers, administrators, and

				inspectors that are dedicated to improving the City's sidewalks and quality of life of its residents and visitors.
24	Technology	The Strategic Communication Unit collects and retains identifying information submitted by the public as a core function of its mission of informing the public via social media and other avenues of communication, of initiatives and programs that affect residents and visitors. **A new procedure is the optional self-identification survey for artists who have submitted proposals to NYC DOT's open calls. These responses are collected on an internal Power BI Dashboard shared between NYC DOT Art, EEO, and APM.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. The unit's collections of identifying information furthers the Agency purpose by supporting NYC DOT's mission and program goals through the use of media and digital platforms. Strategic Communications manages NYC DOT's 25+ social media accounts according to the City's social media policies and in cooperation with The Mayor's Office of Digital Strategy and our sister agencies.
	<i>Type of Collection</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Collection.</i>

25	Client or Customer Service	The Parking Permit Unit collects and retains information needed to provide applicants with parking permits in furtherance of its core mission of providing parking permits for persons with disabilities, special uses and for city and various other vehicles.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. The unit's collections of identifying information furthers the Agency purpose by managing permits for persons with disabilities for the City and State, special uses, City agencies and other vehicles totaling in excess of 115,000 permits; paid monthly and quarterly permits.
26	Utilities & Infrastructure	The Parking Administration Unit collects and retains data received from the TLC in order to perform its core function of identifying and implementing state-of-the-art analytical techniques focusing on the assessment of roadway network operations. These techniques are used to further regional planning, short- and	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. The Parking Administration unit's collections of

		long-term planning strategies, maintenance and protection of traffic plans, geometric and operational roadway alterations.		identifying information furthers the Agency purpose by operating and managing 30 off-street parking fields; 7 parking garage facilities; planning, installation, maintenance and collections of over 14,000 parking meters; and managing a mobile payment parking app.
27	Utilities & Infrastructure	The Office of Livable Streets unit is composed of the Public Realm Unit and the Street Furniture Unit. The Public Realm Unit collects and retains identifying information from applications, purchase orders, and agreements from community organizations which manage, maintain, and program NYC DOT public spaces including Open Streets, Street Seats, Shared Streets and Plazas. The Street Furniture Unit collects and retains identifying information of outside partner individuals and organizations which help plan and maintain spaces around street furniture.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency’s mission in the normal course of business. The unit’s collections of identifying information furthers the Agency purpose by utilizing city streets as public space through a series of application-based programs. These programs include Street Furniture - CityRacks, Bike Corrals, CityBench, Leaning Bars, and Street Seats – WeekendWalks, Shared Streets, Seasonal Streets, and Pedestrian Plazas. The unit works closely with community stakeholders on the



				design, development, programming, and ongoing management of these important pedestrian and cyclist assets.
28	Public Safety and Health	The Research, Implementation, and Safety (RIS) Unit collects and retains records that contain identifying information for research needed to inform policies and procedures regarding safety.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business. The unit's collections of identifying information furthers the Agency purpose by identifying, planning, and implementing street improvement projects and programs throughout New York City focused on improving safety for all road users and through programs such as Safe Streets for Seniors, Bus Stops Under the El, School Slow Zones, Speed Reducers, and Turn Calming.
29	Public Safety and Health	All DOT Divisions collect and retain identifying information routed from submissions by the public to DoITT's 311 or via	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14

		<p>other communication to the Agency that may contain identifying information. This process is part of the Agency's core mission of promptly responding to safety concerns as well as investigating, inspecting and repairing defective conditions.</p>		<p>&amp; 71 and the New York City Administrative Code Title 19. The collection and retention of this identifying information furthers the Agency's mission in the normal course of business and helps facilitate DOT's quick resolution of public inquiries requiring follow-up communication.</p>
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Describe the following types of disclosures. *Note, you may have multiple disclosures of the same type.*

DISCLOSURES					
	<i>Type of Disclosure</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Disclosure.</i>	<i>Was this disclosure made pursuant to an external request?</i>
1	Procurement	The ACCO discloses information related to the oversight of all agency procurement efforts managing procurements that require contracts and for the solicitation and selection of vendors, change orders, time extensions, dispute determinations and contractual compliance with labor law, local, federal, and state procurement requirements.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency’s mission in the normal course of business. The ACCO’s disclosure of identifying information furthers the Agency purpose by facilitating oversight and management of procurement contracts.	No
2	Human Resources and other Personnel Matters	The Advocate's Office discloses various personnel related	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or	No

		information and records in the performance of core duties of the unit, to investigate and prosecute complaints of employee misconduct.		Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The Advocate's disclosure of identifying information furthers the Agency purpose by investigating and prosecuting complaints of employee misconduct in an expeditious manner.	
3	Strategic Initiatives	The Bikes in Buildings Program discloses limited information received from program applicants in the performance of the core function of the program, to implement the Bicycle Access to the Office Buildings Law. The program allows tenants of office buildings to	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's	No

		request bicycle access for the employees.		mission in the normal course of business. The Bike's in Building's disclosure of identifying information furthers the Agency's mission in the normal course of business. The Bike's in Building's disclosure of identifying information furthers the Agency purpose by directing citywide cycling policy, and allowing tenants to request Bike access from landlords in commercial buildings, and for DOT to monitor the requests for access and their status.	
4	Procurement	The Camera (Automated Enforcement Unit) in conjunction with their contractor, discloses information necessary to issue notices of liability to motorists who proceed into the crosswalk while the signal is red, operate their vehicles in lanes designated "bus lane	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's	No

		only" or speed within designated zones.		mission in the normal course of business. The AEU's disclosure of identifying information furthers the Agency purpose by ensuring public safety in its installation of red light, fixed speed, mobile speed, and bus lane enforcement cameras which are deployed citywide. These enforcement cameras utilize state of the art technology to make motorists aware of their potentially dangerous driving behaviors through the issuance of a violation in the form of a Notice of Liability. Thereby reducing traffic fatalities, personal injuries, vehicular crashes and property damage through prevention and awareness.	
5	Client or Customer Service	The Commissioner's Correspondence Unit discloses information	Pre-approved as routine	The New York City Department of Transportation (DOT or	No

		<p>necessary to manage all aspects of customer communications and feedback to address concerns, queries, requests, complaints, and suggestions from the public.</p>		<p>Agency) performs its mission as set forth in New York City Charter Sections 14 &amp; 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The Borough Commissioners units' disclosure of identifying information furthers the Agency purpose by serving as liaison to the public on all Department matters, spearheading outreach to elected officials, community boards, and citizens to inform the public of Department initiatives and to receive constituent suggestions and concerns. The Borough Commissioners also assist in determining current and future needs of the community pertaining to safety</p>	
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				improvements, traffic engineering, roadway maintenance, capital street reconstruction, bicycle lanes, and other borough operations.	
6	Procurement	The Franchises and Concessions Unit discloses information received from the public in their applications for concessions and/or franchises in the performance of core functions of the unit of allowing the public to do business with the city and providing more safe and efficient spaces in the city for citizens to use.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The Franchises and Concessions units' disclosure of identifying information furthers the Agency purpose by overseeing the solicitation and approval of NYC DOT's concessionaires and franchisees. The unit coordinates and obtains	No



				approvals as needed with a variety of stakeholders, including community boards, elected officials, community groups, other City agencies, and other DOT units.	
7	Utilities & Infrastructure	The Ferries Division discloses identifying information necessary to operate the Staten Island Ferry and oversee private Ferries additionally it submits necessary information required for New York State Department of Criminal Justice Peace Officer Certification.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The Ferries' disclosure of identifying information furthers the Agency purpose collecting information necessary to operate the Staten Island Ferry and private commuter ferries.	No
8	Legal Matters or Proceeding	The HIQA (Highway Inspection Quality	Pre-approved as routine	The New York City Department of	No

		Assurance) Unit discloses information necessary to inspect and issue summonses for defacement cases, where individual property owners are named as respondents.		Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. HIQA's disclosure of identifying information furthers the Agency purpose by ensuring work sites such as sidewalks, roadways, and highways comply with permit stipulations, safety, maneuverability, in-progress inspections, and when necessary, issue summonses for noncompliance with these rules and regulations.	
9	Human Resources and other Personnel Matters	The DOTOSH Unit (Dept. of Occupational Safety and Health) discloses information necessary in	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its	No

		<p>performing core duties of ensuring that that the workplace conforms to applicable standards and that employees use safe tools, equipment, and protective gear in managing the Agency's compliance with federal, state, and local occupational safety and health laws.</p>		<p>mission as set forth in New York City Charter Sections 14 &amp; 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The DOTOSH unit's disclosure of identifying information furthers the Agency purpose by ensuring that DOT work environments are free of recognized hazards and unsafe conditions for all employees. To that end, DOTOSH examines workplace conditions to ensure they conform to applicable OSHA standards, rules, and regulations and ensures that employees have and use safe tools and equipment, and personal protective equipment, and that such equipment is properly maintained.</p>	
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10	Human Resources and other Personnel Matters	The Drug and Alcohol Testing Unit discloses information required for compliance with various federal employee drug and alcohol testing regulations and the enforcement of contractual testing for some civil service titles.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The Drug & Alcohol Testing Unit's disclosure of identifying information furthers the Agency purpose by ensuring agency compliance with federal employee drug and alcohol testing regulations for employees subject to random drug and alcohol testing.	No
11	Human Resources and other Personnel Matters	The Facilities and Security Management Unit discloses information necessary to support the Agency's real	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in	No

		<p>estate portfolio including environmental and other code compliance in addition to monitoring security such as theft, vandalism, or other crimes on Agency property.</p>		<p>New York City Charter Sections 14 &amp; 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency’s mission in the normal course of business. The Facilities and Security Management unit’s disclosure of identifying information furthers the Agency purpose by performing the operations, maintenance and repair, regulatory compliance, and general management of these 80 plus leased or City-owned facilities across more than 7 million square feet of office, yard, workshop, manufacturing, and warehouse space throughout the City. This Unit also manages the Agency’s mail delivery and supply storehouse services throughout the city.</p>	
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12	Human Resources and other Personnel Matters	The Office of Labor Relations discloses information required to perform its core functions of enforcing labor agreements, guaranteeing rights of employees to union activities and interfacing between management and the Mayor's Office of Labor Relations.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The Office of Labor Relations disclosure of identifying information furthers the Agency purpose by ensuring the Agency's consistent administration of labor laws, contracts and labor policies, and guarantees the rights of employees to union activity and due process. The Office of Labor Relations handles day-to-day labor-management conflicts through both formal grievance channels and informal	No
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				alternative dispute resolution procedures.	
13	Human Resources and other Personnel Matters	The Payroll and Personnel Units discloses various payrolls and personnel related information and records in the performance of core administrative and human resource functions.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The Payroll and Personnel unit's disclosure of identifying information furthers the Agency purpose by ensuring that all personnel actions conform to oversight guidelines, NYS civil service law and federal legislation; performs personnel functions related to hiring, terminations, promotions, and transfers and administers benefits.	No

				The Office of Payroll and Timekeeping performs timekeeping and payroll functions for the agency ensuring that the biweekly payroll for a 24/7 operation of thousands of employees serving in over 200 titles, working different weekly hours and belonging to many unions with differing contracts and determinations regarding hours and pay is consistently accurate.	
14	Human Resources and other Personnel Matters	The Training and Development Unit discloses information required for licensing and certification of staff including for FDNY compliance for employees who use equipment with components or fuel that fall under the NYC fire code or employees who are required to oversee or sign-off on inspections or equipment that falls	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The Training & Development	No



		under the jurisdiction of the FDNY.		unit's disclosure of identifying information furthers the Agency purpose by developing and offering an array of innovative and diverse programs in support of the organization's commitment to employee development, partnerships, and organizational enrichment.	
15	Technology	The IT & T division discloses information in the performance of IT related functions including but not limited to hosting, database administration and management, helpdesk, asset management and cyber security.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The IT & Telecom's disclosure of identifying information furthers the Agency purpose by promoting	No

				technology initiatives by delivering quality service, and secure solutions that provide new and improved capabilities for the Agency.	
16	Legal Matters or Proceeding	The Legal Affairs Division discloses identifying information necessary in performing its core mission as Counsel for the Agency, performing transactional, contract, and regulatory compliance, litigation, litigation support, Freedom of Information law (FOIL), records management and other legal functions.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The Legal Affairs' disclosure of identifying information furthers the Agency purpose by providing legal advice to DOT Staff and providing legal representation and guidance regarding all legal matters related to DOT.	Yes

17	Legal Matters or Proceeding	The Recoupment Unit discloses information necessary to recover expenses paid for damage to Agency property by members of the public.	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The Recoupment unit's disclosure of identifying information furthers the Agency purpose by recovering monies owed to the City of NY due to damages sustained to City property under NYC DOT's jurisdiction.	No
18	Legal Matters or Proceeding	The Sidewalks Unit discloses information on property owners in the performance of the unit's core mission of making sidewalks safe and accessible, by among other functions,	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City	No

		inspecting sidewalks and issuing violations to property owners.		Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The Sidewalk unit's disclosure of identifying information of property owners furthers the Agency purpose by making sidewalks safe and accessible for all pedestrians. The unit achieves this goal by responding to complaints of defective sidewalks in a courteous and timely manner; contracting with private construction firms to complete repairs of deteriorated sidewalks; and employing managers, administrators, and inspectors that are dedicated to improving the City's sidewalks and quality of life of its residents and visitors.	
19	Technology	The Strategic Communication Unit	Pre-approved as routine	The New York City Department of	No

		<p>discloses identifying information submitted by the public as a core function of its mission of informing the public via social media and other avenues of communication, of initiatives and programs that affect residents and visitors.**A new procedure is the optional self-identification survey for artists who have submitted proposals to NYC DOT's open calls. These responses are collected on an internal Power BI Dashboard shared between NYC DOT Art, EEO, and APM.</p>		<p>Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 &amp; 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The unit's disclosure of identifying information furthers the Agency purpose by supporting NYC DOT's mission and program goals through the use of media and digital platforms. Strategic Communications manages NYC DOT's 25+ social media accounts according to the City's social media policies and in cooperation with The Mayor's Office of Digital Strategy and our sister agencies.</p>	
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20	Client or Customer Service	The Parking Permit Unit discloses information needed to provide applicants with parking permits in furtherance of its core mission of providing parking permits for persons with disabilities, special uses and for city and various other vehicles.	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The Parking Permit unit's disclosure of identifying information furthers the Agency purpose by managing permits for persons with disabilities for the City and State, special uses, City agencies and other vehicles totaling in excess of 115,000 permits; paid monthly and quarterly permits.	No
21	Public Safety and Health	The Research, Implementation, and Safety (RIS) Unit discloses records that	Pre-approved as routine by the APOs of two or more agencies	The New York City Department of Transportation (DOT or Agency) performs its	No

		contain identifying information for research needed to inform policies and procedures regarding safety		mission as set forth in New York City Charter Sections 14 & 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business. The unit's disclosure of identifying information furthers the Agency purpose by identifying, planning, and implementing street improvement projects and programs throughout New York City focused on improving safety for all road users and through programs such as Safe Streets for Seniors, Bus Stops Under the El, School Slow Zones, Speed Reducers, and Turn Calming.	
22	Public Safety and Health	All DOT Divisions disclose identifying information routed from submissions by the public to DoITT's	Pre-approved as routine	The New York City Department of Transportation (DOT or Agency) performs its	No

		<p>311 or via other communication to the Agency that may contain identifying information. This process is part of the Agency's core mission of promptly responding to safety concerns as well as investigating, inspecting and repairing defective conditions.</p>		<p>mission as set forth in New York City Charter Sections 14 &amp; 71 and the New York City Administrative Code Title 19. The disclosure of this identifying information furthers the Agency's mission in the normal course of business.</p>	
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