

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 (<u>APO Designation of Collection and Disclosures as "Routine"</u>) 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 <u>Worksheet 1</u> for all new and existing collections between 2022-2024;
- Use Forms 2 & 5 to complete <u>Worksheet 2</u> 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
- City Council Speaker at reports@council.nyc.gov
- Chief Privacy Officer and the Citywide Privacy Protection Committee at oip@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

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



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

1. Agency: Department of Transportation

2. APO Contact Details

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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*<u>Citywide Privacy Protection Policies and Protocols § 3.1</u>.

■ Name	Work-Related Information			
■ Social security number (full or last 4 digits)*	■ Employer information			
■ Taxpayer ID number (full or last 4 digits)*	■ Employment address			
Biometric Information	Government Program Information			
■ Fingerprints	Any scheduled appointments with any			
■ Photographs	employee, contractor, or subcontractor			
☐ Palm and handprints*	Any scheduled court appearances			
☐ Retina and iris patterns*	☐ Eligibility for or receipt of public assistance or			
☐ Facial geometry*	City services			
☐ Gait or movement patterns*	■ Income tax information			
☐ Voiceprints*	Motor vehicle information			
☐ DNA sequences*				
☐ Height				
☐ Weight				
Contact Information	Law Enforcement Information			
■ Current and/or previous home address	Arrest record or criminal conviction			
Email address	■ Date and/or time of release from custody of			
■ Phone number	ACS, DOCS, or NYPD			
	Information obtained from any surveillance			
	system operated by, for the benefit of, or at the			
	direction of the NYPD			
Demographic Information	Technology-Related Information			
Country of origin	Device identifier including media access			
■ Date of birth*	control (MAC) address or Internet mobile			
Gender identity	equipment identity (IMEI)*			
■ Languages spoken	GPS-based location obtained or derived from a			
Marital or partnership status	device that can be used to track or locate an individual*			
■ Nationality				
Race	■ Internet protocol (IP) address* ■ Social media account information			
Religion	Social media account information			
■ Sexual orientation				
Status information				
Citizenship or immigration status				
Employment status				
■ Status as a victim of domestic violence or				
sexual assault				
Status as crime victim or witness				
Other Types of Identifying Information (list below)):			
## C11 NC 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C	000 / 000 0 111 0 0 0 1 0 0 0 1			
*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).				



DISCLOSURES

6. How many disclosures does the agency have to describe?22

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



- Proceed to the next page -



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

200 200 200 200 200 200 200 200 200 200				
■ Name	Work-Related Information			
☐ Social security number (full or last 4 digits)*	■ Employer information			
☐ Taxpayer ID number (full or last 4 digits)*	■ Employment address			
Biometric Information	Government Program Information			
☐ Fingerprints	☐ Any scheduled appointments with any			
Photographs	employee, contractor, or subcontractor			
☐ Palm and handprints*	☐ Any scheduled court appearances			
☐ Retina and iris patterns*	☐ Eligibility for or receipt of public assistance or			
☐ Facial geometry*	City services			
☐ Gait or movement patterns*	☐ Income tax information			
☐ Voiceprints*	Motor vehicle information			
☐ DNA sequences*				
☐ Height				
☐ Weight				
Contact Information	Law Enforcement Information			
■ Current and/or previous home address	☐ Arrest record or criminal conviction			
■ Email address	☐ Date and/or time of release from custody of			
■ Phone number	ACS, DOCS, or NYPD			
	Information obtained from any surveillance			
	system operated by, for the benefit of, or at the			
	direction of the NYPD			
Demographic Information	Technology-Related Information			
Country of origin	☐ Device identifier including media access			
Date of birth*	control (MAC) address or Internet mobile			
☐ Gender identity	equipment identity (IMEI)*			
☐ Languages spoken	GPS-based location obtained or derived from a			
☐ Marital or partnership status	device that can be used to track or locate an individual*			
Nationality				
Race	☐ Internet protocol (IP) address* ☐ Social media account information			
Religion	Social media account information			
☐ Sexual orientation				
Status information				
☐ Citizenship or immigration status				
Employment status				
☐ Status as a victim of domestic violence or				
sexual assault				
Status as crime victim or witness				
Other Types of Identifying Information (list below)) :			
## C11 NC 1 C 1 1 1 1 1 1 1 1 1 1 1 1 1 1	CDC / CDC D			
*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).				



9.	policies local pu	te from the Citywide Privacy Protection Policies and Protocols, what are the agency's regarding requests for disclosures from other City agencies, local public authorities or ublic benefit corporations, and third parties? Please summarize or upload a copy of the See N.Y.C. Admin. Code § 23-1205(a)(1)(c)(1).
10.		divisions of employees within the agency make disclosures of identifying information ng the approval of the privacy officer? See § N.Y.C Admin. Code § 23-1205(a)(1)(c)(4).
11.		categories of employees within the agency make disclosures of identifying information ng the approval of the privacy officer? See § N.Y.C Admin. Code § 23-1205(a)(1)(c)(4).
12.		of the agency's policies address access to identifying information by employees, stors, and subcontractors? See § N.Y.C. Admin Code § 23-1205(a)(4).
	•	Yes – GO TO QUESTION 13
	0	No – GO TO QUESTION 16
13.	employ	use policies state that access to identifying information must be necessary for the rees, contractors, and subcontractors to perform their duties? See N.Y.C. Admin Code 105(a)(4).
	•	Yes – GO TO QUESTION 14
	0	No – GO TO QUESTION 16
14.		se policies implemented so that access is limited to the greatest extent possible, but also s the purpose or mission of the agency?
	•	Yes – GO TO QUESTION 15
	0	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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ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Lisa Velasquez Name:

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2128397284 Phone:

Date: 08/19/2024Signature: Lisa Velasquez
Lisa Velasquez (Aug 19, 2024 14:46 EDT)



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

	COLLECTIONS					
	Type of Collection	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Collection.		
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.



	Procurement	The Bridges-Truck Permit Unit	Pre-approved as routine	The New York City Department
		collects and retains the	• • • • • • • • • •	of Transportation (DOT or
		information submitted by		Agency) performs its mission as
		permittees in the performance		set forth in New York City
		of its core function of issuing		Charter Sections 14 & 71 and the
		Annual Overweight Truck		New York City Administrative
		Permits, Daily Over-		Code Title 19. The collection and
		dimensional Truck Permits,		retention of this identifying
		and Special Hauling Crane		information furthers the
		Permits for transit of said		Agency's mission in the normal
		vehicles within the five		course of business. The Bridges-
		boroughs of New York City.		Truck unit's collections of
				identifying information furthers
				the Agency purpose by issuing
4				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.



	Procurement	The Camera (Automated	Pre-approved as routine by the	The New York City Department
		Enforcement Unit) in	APOs of two or more agencies	of Transportation (DOT or
		conjunction with their		Agency) performs its mission as
		contractor, collects, and retains		set forth in New York City
		information necessary to issue		Charter Sections 14 & 71 and the
		notices of liability to motorists		New York City Administrative
		who proceed into the crosswalk		Code Title 19. The collection and
		while the signal is red, operate		retention of this identifying
		their vehicles in lanes		information furthers the
		designated "bus lane only" or		Agency's mission in the normal
		speed within designated zones.		course of business. The AEU's
				collections of identifying
				information furthers the Agency
				purpose by ensuring public
5				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.



Client or Customer Service	The Commissioner's	Pre-approved as routine	The New York City Department
Cheffe of Customer Service	Correspondence Unit collects	The approved as routille	of Transportation (DOT or
	and retains information		Agency) performs its mission as
	necessary to manage all aspects		set forth in New York City
	of customer communications		Charter Sections 14 & 71 and the
	and feedback to address		
			New York City Administrative Code Title 19. The collection and
	concerns, queries, requests,		
	complaints, and suggestions		retention of this identifying
	from the public.		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
6			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



				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)	Pre-approved as routine	The New York City Department of Transportation (DOT or
		administers an educational		Agency) performs its mission as



		-		T .
		program for registered owners		set forth in New York City
		of vehicles that have		Charter Sections 14 & 71 and the
		accumulated red light and		New York City Administrative
		speed camera violations in		Code Title 19. The collection and
		accordance with Subchapter 4,		retention of this identifying
		Chapter 1 of Title 19 of the New		information furthers the
		York City Administrative Code.		Agency's mission in the normal
		The unit obtains identifying		course of business. The DVAP's
		information from fully		collections of identifying
		adjudicated violations from the		information furthers the Agency
		New York City Department of		purpose of safety by
		Finance (DOF) and accesses		administering an educational
		New York State Department of		program to those vehicle owners
		Motor Vehicle's and DOF's		who have accumulated a number
		databases to verify the validity		of speed camera or red light
		of license plates and vehicle		camera violations to educate
		registrations as well as to check		owners about responsible vehicle
		current and past mailing		ownership and prevent vehicles
		addresses.		from becoming dangerous
				instruments.
	Human Resources and other	The Equal Employment	Pre-approved as routine	The New York City Department
	Personnel Matters	Opportunity, Diversity and		of Transportation (DOT or
		Inclusion (EDI) Office collects		Agency) performs its mission as
		and retains various personnel		set forth in New York City
9		related information and records		Charter Sections 14 & 71 and the
9		in the performance of core		New York City Administrative
		equal employment and		Code Title 19. The collection and
		diversity functions including		retention of this identifying
		conducting investigations.		information furthers the
				Agency's mission in the normal



				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
	Likiliki a Q Lafaraka akan akan a	The Fermine Division cells to see	Due commend or monting	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	Pre-approved as routine	The New York City Department
11		Assurance (HIQA) Unit collects and retains information		of Transportation (DOT or Agency) performs its mission as



		1	T	1
		necessary to inspect and issue		set forth in New York City
		summonses for defacement		Charter Sections 14 & 71 and the
		cases, where individual		New York City Administrative
		property owners are named as		Code Title 19. The collection and
		respondents.		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.
	Human Resources and other	The Dept. of Occupational	Pre-approved as routine	The New York City Department
	Personnel Matters	Safety and Health (DOTOSH)		of Transportation (DOT or
		Unit collects and retains		Agency) performs its mission as
		information necessary in		set forth in New York City
		performing core duties of		Charter Sections 14 & 71 and the
12		ensuring that that the		New York City Administrative
		workplace conforms to		Code Title 19. The collection and
		applicable standards and that		retention of this identifying
		employees use safe tools,		information furthers the
		equipment, and protective gear		Agency's mission in the normal
		in managing the Agency's		course of business. The DOTOSH



	I			
		compliance with federal, state,		unit's collections of identifying
		and local occupational safety		information furthers the Agency
		and health laws.		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.
	Human Resources and other	The Drug and Alcohol Testing	Pre-approved as routine	The New York City Department
	Personnel Matters	Unit collects and retains		of Transportation (DOT or
		information required for		Agency) performs its mission as
		compliance with various federal		set forth in New York City
		employee drug and alcohol		Charter Sections 14 & 71 and the
		testing regulations and the		New York City Administrative
12		enforcement of contractual		Code Title 19. The collection and
13		testing for some civil service		retention of this identifying
		titles.		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.
	Human Resources and other	The Facilities and Security	Pre-approved as routine	The New York City Department
	Personnel Matters	Management Unit collects and		of Transportation (DOT or
		retains information necessary		Agency) performs its mission as
		to support the Agency's real		set forth in New York City
		estate portfolio including		Charter Sections 14 & 71 and the
		environmental and other code		New York City Administrative
		compliance in addition to		Code Title 19. The collection and
		monitoring security such as		retention of this identifying
		theft, vandalism, or other		information furthers the
		crimes on Agency property.		Agency's mission in the normal
				course of business. The Facilities
				and Security Management unit's
14				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.



	Human Resources and other	The Payroll and Personnel Units	Pre-approved as routine by the	The New York City Department
	Personnel Matters	collects and retains various	APOs of two or more agencies	of Transportation (DOT or
	i croomici watters	payrolls and personnel related	74 03 of two of more agencies	Agency) performs its mission as
		information and records in the		set forth in New York City
		performance of core		Charter Sections 14 & 71 and the
		administrative and human		New York City Administrative
		resource functions.		Code Title 19. The collection and
		resource functions.		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
16				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



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	unions with differing contracts and determinations regarding hours and pay is consistently accurate. 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
18	Technology	The IT & T division collects and retains information in the performance of IT related functions including but not	Pre-approved as routine	enrichment. The New York City Department of Transportation (DOT or Agency) performs its mission as set forth in New York City
		functions including but not limited to hosting, database		set forth in New York City Charter Sections 14 & 71 and



		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 Affair's 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



			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.
Legal Matters or Proceeding 22	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



				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



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	Pre-approved as routine	inspectors that are dedicated to improving the City's sidewalks and quality of life of its residents and visitors. 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
	Tuno of Callaction	responses are collected on an internal Power BI Dashboard shared between NYC DOT Art, EEO, and APM.	Classification	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.
	Type of Collection	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Collection.



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



	1			T
		long-term planning strategies,		identifying information furthers the
		maintenance and protection of		Agency purpose by operating and
		traffic plans, geometric and		managing 30 off-street parking
		operational roadway		fields; 7 parking garage facilities;
		alterations.		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	Pre-approved as routine by	The New York City Department of
		unit is composed of the Public	the APOs of two or more	Transportation (DOT or Agency)
		Realm Unit and the Street	agencies	performs its mission as set forth in
		Furniture Unit. The Public		New York City Charter Sections 14
		Realm Unit collects and retains		& 71 and the New York City
		identifying information from		Administrative Code Title 19. The
		applications, purchase orders,		collection and retention of this
		and agreements from		identifying information furthers the
		community organizations		Agency's mission in the normal
		which manage, maintain, and		course of business. The unit's
		program NYC DOT public		collections of identifying
		spaces including Open Streets,		information furthers the Agency
		Street Seats, Shared Streets		purpose by utilizing city streets as
		and Plazas. The Street		public space through a series of
		Furniture Unit collects and		application-based programs. These
		retains identifying information		programs include Street Furniture -
		of outside partner individuals		CityRacks, Bike Corrals, CityBench,
		and organizations which help		Leaning Bars, and Street Seats –
		plan and maintain spaces		WeekendWalks, Shared Streets,
		around street furniture.		Seasonal Streets, and Pedestrian
				Plazas. The unit works closely with
				community stakeholders on the



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	design, development, programming, and ongoing management of these important pedestrian and cyclist assets. 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,
				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





other communication to the	& 71 and the New York City
Agency that may contain	Administrative Code Title 19. The
identifying information. This	collection and retention of this
process is part of the Agency's	identifying information furthers the
core mission of promptly	Agency's mission in the normal
responding to safety concerns	course of business and helps
as well as investigating,	facilitate DOT's quick resolution of
inspecting and repairing	public inquiries requiring follow-up
defective conditions.	communication.



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

DISCLOSURES						
	Type of Disclosure	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Disclosure.	Was this disclosure made pursuant to an external request?	
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	



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



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



		only" or speed within		mission in the normal	
		designated zones.		course of business. The	
		designated zones.		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.	
	Client or Customer	The Commissioner's	Pre-approved as routine	The New York City	No
5	Service	Correspondence Unit		Department of	
		discloses information		Transportation (DOT or	



necessary to manage all	- · · · ·
aspects of customer	mission as set forth in
communications and	New York City Charter
feedback to address	Sections 14 & 71 and the
concerns, queries,	New York City
requests, complaints,	Administrative Code Title
and suggestions from th	e 19. The disclosure of this
public.	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



				improvements, traffic engineering, roadway maintenance, capital	
				street reconstruction,	
				bicycle lanes, and other	
				borough operations.	
	Procurement	The Franchises and	Pre-approved as routine	The New York City	No
		Concessions Unit		Department of	
		discloses information		Transportation (DOT or	
		received from the public		Agency) performs its	
		in their applications for		mission as set forth in	
		concessions and/or		New York City Charter	
		franchises in the		Sections 14 & 71 and the	
		performance of core		New York City	
		functions of the unit of		Administrative Code Title	
		allowing the public to do		19. The disclosure of this	
		business with the city		identifying information	
		and providing more safe		furthers the Agency's	
6		and efficient spaces in		mission in the normal	
		the city for citizens to		course of business. The	
		use.		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	



				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



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		Assurance) Unit discloses		Transportation (DOT or	
		information necessary to		Agency) performs its	
		inspect and issue		mission as set forth in	
		summonses for		New York City Charter	
		defacement cases, where		Sections 14 & 71 and the	
		individual property		New York City	
		owners are named as		Administrative Code Title	
		respondents.		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.	
	Human Resources and	The DOTOSH Unit (Dept.	Pre-approved as routine	The New York City	No
9	other Personnel Matters	of Occupational Safety		Department of	
9		and Health) discloses		Transportation (DOT or	
		information necessary in		Agency) performs its	



performing core duties of mission as set forth in ensuring that that the New York City Charter workplace conforms to Sections 14 & 71 and the applicable standards and **New York City** that employees use safe Administrative Code Title 19. The disclosure of this tools, equipment, and identifying information protective gear in managing the Agency's furthers the Agency's compliance with federal, mission in the normal state, and local course of business. The occupational safety and DOTOSH unit's disclosure of identifying information health laws. 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.



	Human Danauman ar d	The David and Aleghal	Due amounted as nouting	The New York City	Ne
	Human Resources and	The Drug and Alcohol	Pre-approved as routine	The New York City	No
	other Personnel Matters	Testing Unit discloses		Department of	
		information required for		Transportation (DOT or	
		compliance with various		Agency) performs its	
		federal employee drug		mission as set forth in	
		and alcohol testing		New York City Charter	
		regulations and the		Sections 14 & 71 and the	
		enforcement of		New York City	
		contractual testing for		Administrative Code Title	
		some civil service titles.		19. The disclosure of this	
				identifying information	
				furthers the Agency's	
10				mission in the normal	
10				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.	
	Human Resources and	The Facilities and	Pre-approved as routine	The New York City	No
	other Personnel Matters	Security Management		Department of	
11		Unit discloses		Transportation (DOT or	
		information necessary to		Agency) performs its	
		support the Agency's real		mission as set forth in	



		T	1
	e portfolio including	New York City Charter	
	onmental and other	Sections 14 & 71 and the	
	compliance in	New York City	
additi	on to monitoring	Administrative Code Title	
securi	ty such as theft,	19. The disclosure of this	
vanda	llism, or other	identifying information	
crime	s on Agency	furthers the Agency's	
prope	erty.	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.	



	Human Resources and	The Office of Labor	Pre-approved as routine	The New York City	No
	other Personnel Matters	Relations discloses	by the APOs of two or	Department of	140
	other reisonner waters	information required to	more agencies	Transportation (DOT or	
		perform its core	more agencies	Agency) performs its	
		functions of enforcing		mission as set forth in	
		labor agreements,		New York City Charter	
		guaranteeing rights of		Sections 14 & 71 and the	
		employees to union		New York City	
		activities and interfacing		Administrative Code Title	
		between management		19. The disclosure of this	
		and the Mayor's Office of		identifying information	
		Labor Relations.		furthers the Agency's	
				mission in the normal	
				course of business. The	
				Office of Labor Relations	
12				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	



				alternative discrete	
				alternative dispute	
				resolution procedures.	
	Human Resources and	The Payroll and	Pre-approved as routine	The New York City	No
	other Personnel Matters	Personnel Units discloses	by the APOs of two or	Department of	
		various payrolls and	more agencies	Transportation (DOT or	
		personnel related		Agency) performs its	
		information and records		mission as set forth in	
		in the performance of		New York City Charter	
		core administrative and		Sections 14 & 71 and the	
		human resource		New York City	
		functions.		Administrative Code Title	
				19. The disclosure of this	
				identifying information	
				furthers the Agency's	
				mission in the normal	
				course of business. The	
13				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.	



				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.	
	Human Resources and	The Training and	Pre-approved as routine	The New York City	No
	other Personnel Matters	Development Unit		Department of	
		discloses information		Transportation (DOT or	
		required for licensing		Agency) performs its	
		and certification of staff		mission as set forth in	
		including for FDNY		New York City Charter	
		compliance for		Sections 14 & 71 and the	
14		employees who use		New York City	
		equipment with		Administrative Code Title	
		components or fuel that		19. The disclosure of this	
		fall under the NYC fire		identifying information	
		code or employees who		furthers the Agency's	
		are required to oversee		mission in the normal	
		or sign-off on inspections		course of business. The	
		or equipment that falls		Training & Development	



		1	I	T	
		under the jurisdiction of		unit's disclosure of	
		the FDNY.		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.	
	Technology	The IT & T division	Pre-approved as routine	The New York City	No
		discloses information in		Department of	
		the performance of IT		Transportation (DOT or	
		related functions		Agency) performs its	
		including but not limited		mission as set forth in	
		to hosting, database		New York City Charter	
		administration and		Sections 14 & 71 and the	
		management, helpdesk,		New York City	
15		asset management and		Administrative Code Title	
12		cyber security.		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	



	Legal Matters or	The Legal Affairs Division	Pre-approved as routine	technology initiatives by delivering quality service, and secure solutions that provide new and improved capabilities for the Agency. The New York City	Yes
16	Proceeding	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.	by the APOs of two or more agencies	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 Affair's 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.	



	Legal Matters or	The Recoupment Unit	Pre-approved as routine	The New York City	No
	Proceeding	discloses information	Fre-approved as routille	Department of	INO
	Proceeding			· •	
		necessary to recover		Transportation (DOT or	
		expenses paid for		Agency) performs its	
		damage to Agency		mission as set forth in	
		property by members of		New York City Charter	
		the public.		Sections 14 & 71 and the	
				New York City	
				Administrative Code Title	
				19. The disclosure of this	
				identifying information	
17				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.	
	Legal Matters or	The Sidewalks Unit	Pre-approved as routine	The New York City	No
	Proceeding	discloses information on		Department of	
		property owners in the		Transportation (DOT or	
18		performance of the unit's		Agency) performs its	
19		core mission of making		mission as set forth in	
		sidewalks safe and		New York City Charter	
		accessible, by among		Sections 14 & 71 and the	
		other functions,		New York City	



		inspecting sidewalks and issuing violations to		Administrative Code Title 19. The disclosure of this	
		property owners.		identifying information	
		property owners.			
				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	Pre-approved as routine	The New York City	No
		Communication Unit		Department of	



discloses identifying	Transportation (DOT or
information submitted	Agency) performs its
by the public as a core	mission as set forth in
function of its mission of	New York City Charter
informing the public via	Sections 14 & 71 and the
social media and other	New York City
avenues of	Administrative Code Title
communication, of	19. The disclosure of this
initiatives and programs	identifying information
that affect residents and	furthers the Agency's
visitors.**A new	mission in the normal
procedure is the optional	course of business. The
self-identification survey	unit's disclosure of
for artists who have	identifying information
submitted proposals to	furthers the Agency
NYC DOT's open calls.	purpose by supporting
These responses are	NYC DOT's mission and
collected on an internal	program goals through
Power BI Dashboard	the use of media and
shared between NYC	digital platforms.
DOT Art, EEO, and APM.	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.



Client on Contents	The Deutsian Demosit 11 11	Due annual de manifera	The New Yearls City	No
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Service		· •		
	<u>'</u>	more agencies	· · · · · · · · · · · · · · · · · · ·	
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	[· · ·			
			-	
			Sections 14 & 71 and the	
	permits for persons with		New York City	
	disabilities, special uses		Administrative Code Title	
	and for city and various		19. The disclosure of this	
	other vehicles.		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,	
			· · · · · · · · · · · · · · · · · · ·	
			and other vehicles	
			totaling in excess of	
			_	
			, , ,	
Public Safety and Health	The Research.	Pre-approved as routine	'	No
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	· ·	l *	•	
	1		· · · · · · · · · · · · · · · · · · ·	
	Client or Customer Service Public Safety and Health	Service 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.	Service 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. Public Safety and Health Implementation, and Safety (RIS) Unit by the APOs of two or more agencies by the APOs of two or more agencies	Service 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. Public Safety and Health Public Safety and Health Public Safety and Health Adiscloses information needed to provide applicants with parking permits for persons with disabilities, special uses and for city and various other vehicles. By the APOs of two or more agencies By the APOs of two or more agencies By the APOs of two or more agencies 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. Pre-approved as routine by the APOs of two or more agencies The New York City Department of Transportation (DOT or more agencies)



		T .	T	T .	
		contain identifying		mission as set forth in	
		information for research		New York City Charter	
		needed to inform		Sections 14 & 71 and the	
		policies and procedures		New York City	
		regarding safety		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	Pre-approved as routine	The New York City	No
		identifying information		Department of	
		routed from submissions		Transportation (DOT or	
		by the public to DoITT's		Agency) performs its	



311 or via other		mission as set forth in	
communication to	the	New York City Charter	
Agency that may co	ontain	Sections 14 & 71 and the	
identifying informa	tion.	New York City	
This process is part	of the	Administrative Code Title	
Agency's core miss	ion of	19. The disclosure of this	
promptly respondi	ng to	identifying information	
safety concerns as	well	furthers the Agency's	
as investigating,		mission in the normal	
inspecting and repa	airing	course of business.	
defective condition	ns.		