

FORM 3 (AGENCY REPORT)

(Due on or before July 31, 2022)

Agency:	481 Brooklyn Community Board No. 11		
Agency Privacy Officer:	Marnee Elias-Pavia		
Email:	Melias-pavia@cb.nyc.gov	Telephone:	718-266-8800
Date of Report:	7-26-2022 mp		

1. Specify the type of identifying information collected or disclosed (check all that apply):

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

*Type of identifying information designated by the CPO (see CPO Policies & Protocols § 3.1.1).

3. Describe the following types of collections and disclosures: (1) pre-approved as routine, (2) pre-approved as routine by the APOs of two or more agencies, or (3) approved by the APO on a case-by-case basis. Appendix B of the Agency Guidance on the 2022 Biennial Compliance Process includes examples of routine and non-routine collections and disclosures.

Add additional rows as needed.

Describe the Collection or Disclosure	Classification Type
General Board, Committees and Land Use Matters The District Office is responsible for maintain board membership lists, mailing lists for meetings, minutes, and attendance sheets for all meetings.	☒ Pre-approved as routine ☐ Approve as routine by two or more agencies ☐ Approved by APO on a case-by-case basis
Service Delivery District Office staff maintains service delivery requests and collects basic information related to complaints/inquiries. The basic information includes name, address, phone number and/or email. The information is collected for the purpose of follow-up and not released. Community Board 11's contact information is used on all service requests.	☒ Pre-approved as routine ☐ Approve as routine by two or more agencies ☐ Approved by APO on a case-by-case basis
Human Resources Planned Action Reports are retained following submission to OMB and Human Resources at Brooklyn Borough Hall. Personnel disciplinary reports are maintained.	☒ Pre-approved as routine ☐ Approve as routine by two or more agencies ☐ Approved by APO on a case-by-case basis
	☐ Pre-approved as routine ☐ Approve as routine by two or more agencies ☐ Approved by APO on a case-by-case basis

N.Y.C. Admin. Code §23-1205(a)(1)(b)

2. Explain why the collection and retention of identifying information described in Question 1 furthers the purpose or mission of your agency.

Community Board 11 is a non-mayoral agency of the City of New York. The Community Board monitors the delivery of city services and is a liaison between the community and city agencies. The board assesses the needs of the community and is mandated to issue a statement of district needs, assesses the needs of the community, provides recommendations on capital and expense priorities, and has an advisory role in land use matters.

N.Y.C. Admin. Code §23-1205(a)(1)(f)

4. If applicable, describe the types of collections and disclosures of identifying information involving your agency that have been approved by the Chief Privacy Officer as being in the best interests of the City.

Add additional rows as needed.

Describe Type of Collection or Disclosure

N/A

N.Y.C. Admin. Code §23-1202(b)(2)(b); 23-1205(a)(1)(b)

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

NOTE: For questions 5 – 11, refer as necessary to the Model Citywide Protocol for Handling Third Party Requests for Information Held by City Agencies (on file with the Office of Information Privacy) and the Identifying Information Rider.

Community Board 11 does not release identifying information unless it is exigent circumstances, which we define as instances where immediate action is required to prevent danger to life or public safety. These instances are rare, and decisions are made on a case-by-case basis.

6. Do the above policies address access to or use of identifying information by employees, contractors, and subcontractors? ☒ Yes ☐ No

7. If YES, do those policies specify that access to identifying information must be necessary to perform their duties? ☒ Yes ☐ No

8. Describe whether the policies are implemented in a manner that minimizes access to the greatest extent possible while furthering the purpose or mission of the agency.

The policy implemented permits employees to release identifying information only in rare emergency situations, and then only basic identifying information is released.

The routine collection for service-related requests are maintained and stored by the District Manager, and are not accessible to the public or the board.

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

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

Community Board 11 does not disclose identifying information to other agencies, local public authorities, local benefit corporations or third parties unless it is related to a specific request for service by a resident. i.e., heat complaints

N.Y.C. Admin. Code §23-1205(a)(1)(c)(2)

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

Community Board 11 considers routine information related to service requests as the name, address, phone number and location of issue. This information is collected for office follow-up; however, it is not required.

N.Y.C. Admin. Code §23-1205(a)(1)(c)(3)

11. Describe the agency's current policies regarding which divisions and categories of employees have been approved by the agency privacy officer to disclose identifying information. Be as specific as possible.

The staff does not release identifying information except for exigent circumstances.

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

12. Describe whether the agency has considered or implemented, where applicable, any alternative policies since 2020 that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the agency's purpose or mission.

N/A

N.Y.C. Admin. Code §23-1205(a)(4)

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

N/A

N.Y.C. Admin. Code §23-1205(a)(1)(d)

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

Add additional rows as needed.

[illegible]

- Proceed to Next Question on Following Page-

15. Describe the impact of the Identifying Information Law and other local, state, or federal laws upon your agency's practices in relation to collecting, retaining, and disclosing identifying information (i.e., if such practices would differ in the absence of these laws).

There is no impact to the board in relation to the collection, retention, and disclosure of identifying information.

N.Y.C. Admin. Code §23-1205(a)(2)

16. Describe the impact of the privacy policies and protocols issued by the Chief Privacy Officer, or by the Citywide Privacy Protection Committee, as applicable, upon your agency's practices in relation to collecting, retaining, and disclosing identifying information (i.e., if they have affected such practices).

There are no impacts.

N.Y.C. Admin. Code §23-1205(a)(3)

APPROVAL SIGNATURE FOR AGENCY REPORT

Preparer of Agency Report:

Name:	Marnee Elias-Pavia		
Title:	District Manager/APO		
Email:	Melias-pavia@cb.nyc.gov	Phone:	718-266-8800

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Agency Head (or designee):

Name:	Marnee Elias-Pavia		
Title:	District Manager/APO		
Email:	Melias-pavia@cb.nyc.gov	Phone:	718-266-8800
Electronic Signature:		Date:	7-26-2022

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