Quarterly Report of the Chief Privacy Officer
on Agency Disclosures
Made Under Exigent Circumstances or
in Violation of the Identifying Information Law*

Reporting Period: June 16, 2020 through September 15, 2020

*This report is compiled in accordance with the requirements of Section 23-1202 of the New York City Administrative Code, which requires the Chief Privacy Officer to submit a quarterly report containing an anonymized compilation or summary of such disclosures to the Speaker of the City Council.

Description	Total
Total number disclosure(s) reported by agencies as made under exigent circumstance(s): (N.Y.C. Admin. Code § 23-1202(d)(2))	0
Total number of disclosure(s) reported by agencies as made in violation of the Identifying Information Law: (N.Y.C. Admin. Code § 23-1202(c)(4))	5

For the reporting period June 16, 2020 through September 15, 2020, City agencies and offices have reported any collections and disclosures made under exigent circumstances, and disclosures made in violation of the Identifying Information Law, as summarized below.

Type of disclosure reported	Summary description
Disclosure in Violation of the Identifying Information Law	Agency employee mistyped an email address and inadvertently emailed a document to a former City employee of another agency, instead of emailing it internally. The document contained sensitive identifying information for two employees of a third agency. The sending agency immediately attempted to recall the email, and then notified the recipient, who was instructed to delete the document. The agency followed up with the recipient with specific instructions for deleting the document, stressing the sensitivity of the information. The sending agency reported that it will notify the affected employees and will implement additional safeguards to prevent similar disclosures.
Disclosure in Violation of the Identifying Information Law	Agency employee used a research database service to conduct searches on two other employees of the same agency. The agency reported opening a special investigation to determine whether the searches were improper and whether evidence exists that the information was used improperly. The agency is notifying the two employees who were the subject of the searches.
Disclosure in Violation of the Identifying Information Law	Agency was advised by a third party that documents addressed to an agency client were received by another agency client. The agency instructed the third party to destroy the documents. The agency reported that its internal investigation found that the mistaken delivery was the result of an error by a courier service. The agency is conducting a risk assessment to determine whether any notifications are required by law.
Disclosure in Violation of the Identifying Information Law	Agency employee inadvertently copied a third party on an email containing employee identifying information. The agency requested that the third party delete the email and notified the affected employees.
Disclosure in Violation of the Identifying Information Law	Agency employee received a list of email addresses from a contractor that is providing a service to City employees, and forwarded it to certain employees from another agency with whom the service is being coordinated, believing that sharing the information with such other agency's employees

was appropriate and permitted. The contractor subsequently advised that the information should not have been shared with the other agency's employees. The sending agency's employee deleted the list of email addresses and requested that the other agency's recipients likewise delete it.

Submitted by: *Laura Negron*
Laura Negron (Sep 29, 2020 13:00 EDT)

Laura Negrón
Chief Privacy Officer, City of New York

Date: September 29, 2020

CPO Quarterly Report 9.29.20 Signed

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