

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	Client or Customer Service	<p><b>Licensing</b>  <u>Federal Agencies</u>                      Licensing discloses identifying information about license applicants in certain categories to federal government agencies to satisfy DCWP’s obligations under the law to ensure that each licensee has satisfied all licensing requirements.</p> <p>For example, for certain categories, we confirm whether an applicant is a veteran or veteran with service-related disabilities with the U.S. Department of Veterans Affairs. As another example, for employment agencies, we obtain an applicant’s criminal history from the Federal Bureau of Investigation.</p>	Pre-approved as routine	The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal

		In all these situations, Licensing reciprocally collects identifying information.		grooming establishment and barber.
2	Client or Customer Service	<p><u>Fingerprints and Criminal History</u> Licensing collects applicant criminal history information as part of the basic license application.</p> <p>For certain license categories, pursuant to the Administrative Code or New York State law, the Licensing Division refers applicants to the New York State Division of Criminal Justice Services (“DCJS”) vendor to be fingerprinted. The DCJS then sends criminal history information to DCWP.</p> <p>Under certain circumstances, including where an applicant is not required to be fingerprinted, Licensing may send applicants’ criminal history information to the Office of Court Administration to determine criminal history for</p>	Pre-approved as routine	The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal

		renewals and change of ownership. Fitness Review Unit also receives Arrest Notifications and Death Notifications through DCJS.		grooming establishment and barber
3	Client or Customer Service	<p><u>City Council</u> In certain categories, as required by the Administrative Code, Licensing shares license applications with City Council and other elected officials and the relevant community boards. In all these situations, Licensing reciprocally collects identifying information.</p>	Pre-approved as routine	The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist,

				horse stable, small animal grooming establishment and barber
4	Client or Customer Service	<p><u>State Agencies</u> Licensing discloses identifying information about license applicants in certain categories to New York State agencies to satisfy DCWP’s obligations under the law to ensure that each licensee has satisfied all licensing requirements. For example, for certain license categories Licensing discloses applicant information to the State Gaming Commission or the Department of Motor Vehicles.</p> <p>In all of these situations, Licensing reciprocally collects identifying information.</p>	Pre-approved as routine	The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber

5	Client or Customer Service	<p><u>City Agencies</u> Licensing discloses identifying information about a license applicant to sister City agencies to satisfy its legal obligations to ensure that each licensee has satisfied all licensing requirements. Licensing also discloses identifying information contained in the license application package to several sister City agencies in multi-stakeholder license categories, like newsstands.</p> <p>During this reporting period, Licensing also disclosed identifying information to the Environmental Control Board/OATH to ensure that license applicants in certain categories did not have any outstanding tax liens or fines owed to the City.</p> <p>Licensing also discloses information about an applicant’s child support history to the Human Resources Administration.</p>	Pre-approved as routine	<p>The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber</p>
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		In all of these situations, Licensing reciprocally collects identifying information from the other agencies.		
6	Client or Customer Service	<p><u>Community Board</u> In certain categories, as required by the Administrative Code, Licensing shares license applications with the relevant community board.</p> <p>In all these situations, Licensing reciprocally collects identifying information.</p>	Pre-approved as routine	The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist,

				horse stable, small animal grooming establishment and barber
7	Client or Customer Service	<p><u>Basic License Application</u> The Licensing Division collects and retains information from license applicants through the basic license application, and various addenda and documents submitted with the basic license application and other supplementary forms. This information is necessary for the Licensing Division to perform its core function of administering DCWP licenses.</p> <p>Pursuant to a contract between DCWP and DOHMH, the Licensing Division also administers DOHMH licenses. And, pursuant to that contract, the Licensing Division collects and retains information from license applicants through DOHMH's basic license application, and various addenda and documents submitted with that basic</p>	Pre-approved as routine	The Licensing Center is the bedrock of the Department of Consumer and Worker Protection's ("DCWP") public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene ("DOHMH"), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber

		license application and other supplementary forms.		
8	Client or Customer Service	<p><u>Insurance Companies</u></p> <p>In the pedicab license category, applicants submit proof of insurance that Licensing confirms with the insurance companies.</p>	Pre-approved as routine	<p>The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber</p>



9	Client or Customer Service	<p><u>Testing</u> DCWP contracts with third-party testing companies to administer exams for certain license categories. In the process of administering these exams, these contractors obtain license applicants' names and application numbers and retain their test results.</p>	Pre-approved as routine	<p>The Licensing Center is the bedrock of the Department of Consumer and Worker Protection's ("DCWP") public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene ("DOHMH"), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber</p>
10	Legal Matters or Proceeding	<p><b>Enforcement Division</b> <u>OATH</u></p>	Pre-approved as routine	<p>The Enforcement Division collects, retains, and discloses</p>

		<p>The Enforcement Division, as part of the adjudication process, sends summonses issued against businesses and individuals to the Office of Administrative Trials and Hearings (“OATH”). At hearings before OATH, inspectors introduce exhibits and provide testimony that may contain identifying information.</p>		<p>identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to</p>
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				encourage a culture of compliance.
11	Law Enforcement	<p><u>State Agencies</u> Enforcement discloses identifying information collected during inspections enforcing State law to relevant State agencies.</p> <p>For example, DCWP discloses identifying information collected during tobacco inspections to the State Department of Health through the EHIPS database and the State Department of Health.</p> <p>Another example is that DCWP discloses information collected during inspection of businesses for compliance with the New York Agriculture and Markets laws to the New York State Department of Agriculture and Markets.</p>	Pre-approved as routine	The Enforcement Division collects, retains, and discloses identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through

				the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to encourage a culture of compliance.
12	Law Enforcement	<p><u>Enforcement Targets</u> Enforcement collects and retains information about potential enforcement targets provided by elected officials, sister City agencies, and State agencies.</p> <p>Enforcement also collects and retains LD-6 forms from the Police Department (PD), which may contain identifying information, for the purpose of confirming those violations for adjudication at the Office of Administrative Trials and Hearings (OATH).</p> <p>Enforcement also collects and retains identifying information from, and discloses confidential information to, sister City</p>	Pre-approved as routine	The Enforcement Division collects, retains, and discloses identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of

		agencies as part of joint enforcement efforts.		gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to encourage a culture of compliance.
13	Law Enforcement	<p><u>Vehicle Information</u> The Enforcement Division collects license plates and VIN numbers for seized vehicles and, in certain license categories, for qualifying or compliance inspections.</p> <p>The Enforcement Division collects and retains additional information about a vehicle or a driver from the Department of Motor Vehicles.</p>	Pre-approved as routine	The Enforcement Division collects, retains, and discloses identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce

				State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to encourage a culture of compliance.
14	Law Enforcement	<u>Confiscated Licenses</u> The Enforcement Division collects, but does not retain, confiscated licenses.	Pre-approved as routine	The Enforcement Division collects, retains, and discloses identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must comply with consumer

				<p>protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to encourage a culture of compliance.</p>
15	Incident Management	<p><u>Incident Reports</u> Enforcement collects and retains identifying information if there is a report of an incident, such as an accident or a threat directed at an inspector.</p>	Pre-approved as routine	<p>The Enforcement Division collects, retains, and discloses identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York,</p>

				and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to encourage a culture of compliance.
16	Client or Customer Service	<u>Visiting Inspector Program</u> Enforcement collects and retains information from	Pre-approved as routine	The Enforcement Division collects, retains, and discloses



		<p>businesses and individuals it inspects as part of the Visiting Inspector Program, including, but not limited to, names and signatures of individual licensees and business employees, language preferences for the licensees, and answers to a follow-up survey.</p>		<p>identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to</p>
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				encourage a culture of compliance.
17	Law Enforcement	<p><u>Inspections</u> Enforcement collects and retains information from businesses and individuals it inspects (during patrol inspections, requested inspections, and qualifying inspections), including, but not limited to, names and signatures of individual licensees and business employees (included on summonses, certificates of inspection, and related inspection documents), books and records of the business, and photographs of the business, license documents, signs and receipts, and financial and tax documents.</p> <p>Enforcement also collects and retains GPS-based locations from handheld devices used by inspectors at the time of an inspection. This information locates the business or individual that is being</p>	Pre-approved as routine	The Enforcement Division collects, retains, and discloses identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through

		inspected and the inspector who is conducting the inspection.		the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to encourage a culture of compliance.
18	Law Enforcement	<p><u>Minors and Youth</u> The Enforcement Division collects and retains birth certificates, Social Security cards, ID's, and other related documents for minors and youth between the ages of 19 and 20 who participate in inspections.</p>	Pre-approved as routine	The Enforcement Division collects, retains, and discloses identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of

				gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to encourage a culture of compliance.
19	Technology	<b>DoTSS</b> <u>Contractors</u> The Division of Technology and Strategic Solutions (“DoTSS”) grants temporary access to identifying information to contractors developing or working on databases or technological projects for DCWP.	Pre-approved as routine	DOTSS is responsible for the successful implementation of technology to support IT strategic goals aligned with the DCWP mission.
20	Technology	<u>Other Divisions</u> DoTSS facilitates the technological collection, retention, and disclosure of identifying information by all of DCWP’s other Divisions. For example, DoTSS sends identifying information to other	Pre-approved as routine	DOTSS is responsible for the successful implementation of technology to support IT strategic goals aligned with the DCWP mission.

		City and State agencies, pursuant to the needs of the other DCWP Divisions.		
21	Compliance	<p><u>Open Data</u> The “Open Data Law” mandates that “public data sets” be made accessible on the Open Data portal. DCWP discloses identifying information in compliance with the law.</p>	Pre-approved as routine	DOTSS is responsible for the successful implementation of technology to support IT strategic goals aligned with the DCWP mission.
22	Human Resources and other Personnel Matters	<p><b>EEO</b> <u>Investigations</u> The Equal Employment Opportunity (“EEO”) Coordinator discloses identifying information concerning EEO complaints to the NYC Department of Citywide Administrative Services (DCAS). The EEO Coordinator also discloses identifying information concerning substantiated EEO complaints to sister agencies.</p>	Pre-approved as routine	DCWP’s EEO Coordinator investigates and provides recommendations of DCWP internal discrimination for EEO claims.
23	Response to a Request or Demand	<p><b>Communications and Marketing Division</b> <u>Press and Multimedia Disclosures</u> The Communications and Marketing Division</p>	Pre-approved as routine	The Communications & Marketing Division translates and promotes DCWP’s work to protect and enhance the daily economic lives of New Yorkers to the public to further advance the

		<p>discloses the identifying information of consumers, workers, and other individuals assisted by DCWP, with those individuals' consent, across DCWP 's multi-media presence and to reporters.</p> <p>C &amp; M also discloses enforcement and complaint information to reporters and across DCWP 's multi-media presence.</p> <p>C &amp; M coordinates its press and multi-media presence with City Hall and sister agencies, as appropriate. In so doing, C &amp; M may disclose identifying information included in its press and multi-media efforts to sister City agencies, City Hall and the appropriate media and advertising vendors.</p>		<p>Agency's mission to create thriving communities. The Division produces DCWP's public-facing media (brochures, reports, letterhead, videos, etc.); develops and executes integrated, multimedia public awareness campaigns; promotes and protects the Agency in the press; creates content and engages the public using the Agency's digital presence (website, social media, and Live Chat for Businesses); maintains 311 content; and ensures plain language, language access, effective design, and accurate branding in Agency communications.</p>
24	Client or Customer Service	<p><u>Mailings</u> C &amp; M collects and retains a list of mass mailing targets, which it shares with its mass mailing vendor. That vendor destroys the list after each mailing.</p>	Pre-approved as routine	The Communications & Marketing Division translates and promotes DCWP's work to protect and enhance the daily economic lives of New Yorkers to the public to further advance the

		<p>Where appropriate, C &amp; M may also disclose mailing lists to other agencies.</p> <p>The Communications and Marketing Division receives a list of e-mail targets from DCWP's DoTSS, which it shares with OTI, which also maintains DCWP's e-newsletter distribution list.</p>		<p>Agency's mission to create thriving communities. The Division produces DCWP's public-facing media (brochures, reports, letterhead, videos, etc.); develops and executes integrated, multimedia public awareness campaigns; promotes and protects the Agency in the press; creates content and engages the public using the Agency's digital presence (website, social media, and Live Chat for Businesses); maintains 311 content; and ensures plain language, language access, effective design, and accurate branding in Agency communications.</p>
25	Client or Customer Service	<p><u>Social Media</u></p> <p>DCWP maintains several social media accounts. The Communications and Marketing Division collects and maintains the information provided on these accounts, including identifying information provided by social media users, by archiving the</p>	Pre-approved as routine	<p>The Communications &amp; Marketing Division translates and promotes DCWP's work to protect and enhance the daily economic lives of New Yorkers to the public to further advance the Agency's mission to create thriving communities. The Division produces DCWP's public-facing media (brochures, reports, letterhead, videos, etc.); develops</p>

		<p>accounts. The Communications and Marketing Division also maintained a LiveChat service for businesses that was retired in late June 2024.</p> <p>The Communications and Marketing Division collects and maintains the information provided on this account, including identifying information provided by LiveChat users, by archiving the account.</p>		<p>and executes integrated, multimedia public awareness campaigns; promotes and protects the Agency in the press; creates content and engages the public using the Agency’s digital presence (website, social media, and Live Chat for Businesses); maintains 311 content; and ensures plain language, language access, effective design, and accurate branding in Agency communications.</p>
26	Office Administration	<p><u>Press Contacts</u></p> <p>The Communications and Marketing Division collects and maintains press contact lists and sign-in sheets for press contacts.</p>	Pre-approved as routine	<p>The Communications &amp; Marketing Division translates and promotes DCWP’s work to protect and enhance the daily economic lives of New Yorkers to the public to further advance the Agency’s mission to create thriving communities. The Division produces DCWP’s public-facing media (brochures, reports, letterhead, videos, etc.); develops and executes integrated, multimedia public awareness campaigns; promotes and protects the Agency in the press; creates content and engages the public</p>



				using the Agency’s digital presence (website, social media, and Live Chat for Businesses); maintains 311 content; and ensures plain language, language access, effective design, and accurate branding in Agency communications.
27	Client or Customer Service	<p><u>Surveys</u></p> <p>The Communications and Marketing Division uses surveys, interviews, and focus groups to obtain information that can help DCWP further its mission to protect and enhance the daily economic lives of New Yorkers. The Communications and Marketing Division and its contractors may collect and retain identifying information as part of these surveys, interviews, and focus groups.</p>	Pre-approved as routine	The Communications & Marketing Division translates and promotes DCWP’s work to protect and enhance the daily economic lives of New Yorkers to the public to further advance the Agency’s mission to create thriving communities. The Division produces DCWP’s public-facing media (brochures, reports, letterhead, videos, etc.); develops and executes integrated, multimedia public awareness campaigns; promotes and protects the Agency in the press; creates content and engages the public using the Agency’s digital presence (website, social media, and Live Chat for Businesses); maintains 311 content; and ensures plain language, language access, effective design, and accurate

				branding in Agency communications.
28	Office Administration	<p><u>Vendor Contacts</u></p> <p>The Communications and Marketing Division uses surveys, interviews, and focus groups to obtain information that can help DCWP further its mission to protect and enhance the daily economic lives of New Yorkers. The Communications and Marketing Division and its contractors may collect and retain identifying information as part of these surveys, interviews, and focus groups.</p>	Pre-approved as routine	<p>The Communications &amp; Marketing Division translates and promotes DCWP’s work to protect and enhance the daily economic lives of New Yorkers to the public to further advance the Agency’s mission to create thriving communities. The Division produces DCWP’s public-facing media (brochures, reports, letterhead, videos, etc.); develops and executes integrated, multimedia public awareness campaigns; promotes and protects the Agency in the press; creates content and engages the public using the Agency’s digital presence (website, social media, and Live Chat for Businesses); maintains 311 content; and ensures plain language, language access, effective design, and accurate branding in Agency communications.</p>
29	Client or Customer Service	<p><u>Consumer Services</u></p> <p><u>Out-of-town Consumers</u></p> <p>Consumer Services will disclose identifying information, with</p>	Pre-approved as routine	<p>The Consumer Services Division is the face of DCWP for many consumers. It may be their first and</p>

		the consent of an out-of-town consumer, to an in-town family member or friend.		sometimes only point of contact with the agency. Most often, these consumers are seeking: (a) assistance with an individual complaint against a business; and (b) information about a particular business (whether they are licensed and whether complaints have been filed against them). Consumer Services' daily operations are directly in line with DCWP's mission to protect and enhance the daily economic lives of New Yorkers to create thriving communities. Consumer Services fields between 55,000–75,000 individual consumer requests each year. Consumer Services also mediates consumer complaints, educates consumers and businesses, processes inspection requests, and refers consumers to the correct agency for assistance when the matter at hand is not handled by DCWP
30	Client or Customer Service	<u>Complaints and Mediation</u> Consumer Services collects and retains identifying information from both consumers who submit complaints and	Pre-approved as routine	The Consumer Services Division is the face of DCWP for many consumers. It may be their first and sometimes only point of contact

		<p>inspection requests to the division and the complained-about businesses. This information is recorded in the DCWP complaint form, the Business Response form, and the documentation provided by both consumers and businesses.</p> <p>During the mediation process, the Consumer Services will disclose identifying information to the business about the consumer and vice versa, as well as to the attorneys on both sides of the mediation.</p> <p>At the conclusion of mediation, Consumer Services also collects, retains, and discloses identifying information in resolution letters and mediation agreements.</p>		<p>with the agency. Most often, these consumers are seeking: (a) assistance with an individual complaint against a business; and (b) information about a particular business (whether they are licensed and whether complaints have been filed against them). Consumer Services' daily operations are directly in line with DCWP's mission to protect and enhance the daily economic lives of New Yorkers to create thriving communities. Consumer Services fields between 55,000–75,000 individual consumer requests each year. Consumer Services also mediates consumer complaints, educates consumers and businesses, processes inspection requests, and refers consumers to the correct agency for assistance when the matter at hand is not handled by DCWP</p>
31	Client or Customer Service	<p>FEC Appointments</p> <p>Consumer Services collects biographical and contact information necessary to arrange appointments at</p>	Pre-approved as routine	<p>The Consumer Services Division is the face of DCWP for many consumers. It may be their first and sometimes only point of contact with the agency. Most often, these</p>

		Financial Empowerment Centers (FEC).		consumers are seeking: (a) assistance with an individual complaint against a business; and (b) information about a particular business (whether they are licensed and whether complaints have been filed against them). Consumer Services' daily operations are directly in line with DCWP's mission to protect and enhance the daily economic lives of New Yorkers to create thriving communities. Consumer Services fields between 55,000–75,000 individual consumer requests each year. Consumer Services also mediates consumer complaints, educates consumers and businesses, processes inspection requests, and refers consumers to the correct agency for assistance when the matter at hand is not handled by DCWP
32	Client or Customer Service	Judgments  Consumer Services helps to enforce judgments obtained by consumers against licensees. It also collects and retains identifying information about	Pre-approved as routine	The Consumer Services Division is the face of DCWP for many consumers. It may be their first and sometimes only point of contact with the agency. Most often, these consumers are seeking: (a)

		these consumers contained in judgment affidavits.		assistance with an individual complaint against a business; and (b) information about a particular business (whether they are licensed and whether complaints have been filed against them). Consumer Services' daily operations are directly in line with DCWP's mission to protect and enhance the daily economic lives of New Yorkers to create thriving communities. Consumer Services fields between 55,000–75,000 individual consumer requests each year. Consumer Services also mediates consumer complaints, educates consumers and businesses, processes inspection requests, and refers consumers to the correct agency for assistance when the matter at hand is not handled by DCWP
33	Client or Customer Service	<b>External Affairs (EA)</b> <u>Constituent services</u> The External Affairs Division discloses to other agencies, as appropriate, to address constituents' issues, identifying information about constituents facing licensing, consumer	Pre-approved as routine	External Affairs (EA) is the intergovernmental division of the agency and custodian of DCWP's relationship with City Hall, elected officials, government entities, community and faith-based organizations, and stakeholders with broad policy and public affairs

		<p>protection, or worker’s rights issues received from elected officials, community boards, and the constituents themselves.</p> <p>EA discloses this information to other agencies, as appropriate, to address constituents’ issues.</p>		<p>jurisdiction. EA is responsible for these relationships in order to ensure that the agency speaks with a singular and consistent voice to officials and entities that have touchpoints across DCWP’s wide jurisdiction.</p>
34	Compliance	<p><u>Public Hearings</u> EA manages DCWP’s participation at hearings convened by the City Council and other government agencies, including testimony by members of other DCWP Divisions and by the Commissioner. Testimony provided by DCWP witnesses and other witnesses sometimes contains identifying information.</p>	Pre-approved as routine	<p>External Affairs (EA) is the intergovernmental division of the agency and custodian of DCWP’s relationship with City Hall, elected officials, government entities, community and faith-based organizations, and stakeholders with broad policy and public affairs jurisdiction. EA is responsible for these relationships in order to ensure that the agency speaks with a singular and consistent voice to officials and entities that have touchpoints across DCWP’s wide jurisdiction.</p>
35	Client or Customer Service	<p><u>Outreach Events</u> For the purpose of organizing outreach events, the External Affairs Division collects and</p>	Pre-approved as routine	<p>External Affairs (EA) is the intergovernmental division of the agency and custodian of DCWP’s relationship with City Hall, elected officials, government entities,</p>

		<p>retains the contact information of elected officials, volunteers, community based organizations, and event space managers. EA also collects and retains contact information for partner organizations, businesses, workers (with their consent), and other members of the general public.</p> <p>EA will disclose this information to other agencies, as appropriate, to organize events.</p>		<p>community and faith-based organizations, and stakeholders with broad policy and public affairs jurisdiction. EA is responsible for these relationships in order to ensure that the agency speaks with a singular and consistent voice to officials and entities that have touchpoints across DCWP’s wide jurisdiction.</p>
36	Compliance	<p><u>Public Hearings</u> EA manages DCWP’s participation at hearings convened by the City Council and other government agencies, including testimony by members of other DCWP Divisions and by the Commissioner. Testimony provided by DCWP witnesses and other witnesses at public hearings sometimes contains identifying information.</p>	Pre-approved as routine	<p>External Affairs (EA) is the intergovernmental division of the agency and custodian of DCWP’s relationship with City Hall, elected officials, government entities, community and faith-based organizations, and stakeholders with broad policy and public affairs jurisdiction. EA is responsible for these relationships in order to ensure that the agency speaks with a singular and consistent voice to officials and entities that have</p>



				touchpoints across DCWP’s wide jurisdiction.
37	Legal Matters or Proceeding	<p><u>Rulemaking</u> The External Affairs Division manages the rulemaking process, including the collection and publication of public comments and the convening of public hearings on proposed rules. Comments provided in response to proposed rules sometimes contain identifying information.</p>	Pre-approved as routine	External Affairs (EA) is the intergovernmental division of the agency and custodian of DCWP’s relationship with City Hall, elected officials, government entities, community and faith-based organizations, and stakeholders with broad policy and public affairs jurisdiction. EA is responsible for these relationships in order to ensure that the agency speaks with a singular and consistent voice to officials and entities that have touchpoints across DCWP’s wide jurisdiction.
38	Office Administration	<p><b>General Services</b> <u>Fleet Issues</u></p> <p>The General Services Division collects and retains copies of the driver’s license and employee ID for each potential driver of a DCWP vehicle.</p> <p>General Services discloses the employee number and license number of drivers of DCWP vehicles to Department of</p>	Pre-approved as routine	The General Services Division collects, retains, and discloses identifying information maintaining the facilities, mailroom, and fleet of DCWP vehicles for the agency. Without this operational support, DCWP could not achieve its mission of protecting and enhancing the daily economic lives of New Yorkers

		<p>Citywide Administrative Services (DCAS) and the Department of Motor Vehicles (DMV).</p> <p>DMV provides the General Services Division with abstracts about each relevant employee’s driving history, which the Division retains.</p> <p>The General Services Division also collects and retains identifying information by logging vehicle use by DCWP employees.</p> <p>When there is an incident with a DCWP vehicle, General Services collects incident reports from the Police Department and discloses those reports to the DCAS and, where necessary, the Department of Investigation (DOI).</p>		
39	Office Administration	<p><u>Facilities’ Contractors</u> The General Services Division collects and retains contact</p>	Pre-approved as routine	The General Services Division collects, retains, and discloses identifying information maintaining the facilities, mailroom, and fleet of

		information for the various DCWP facilities' contractors.		DCWP vehicles for the agency. Without this operational support, DCWP could not achieve its mission of protecting and enhancing the daily economic lives of New Yorkers
40	Office Administration	<p><u>Mailroom</u> General Services maintains the DCWP mailroom, which includes identifying information on incoming and outgoing mail.</p> <p>The mailroom provides mail to the United States Postal Service, UPS, and a messenger service to deliver paychecks to DCWP's non-Manhattan facilities.</p> <p>The mailroom also retains a log of certified mail.</p>	Pre-approved as routine	The General Services Division collects, retains, and discloses identifying information maintaining the facilities, mailroom, and fleet of DCWP vehicles for the agency. Without this operational support, DCWP could not achieve its mission of protecting and enhancing the daily economic lives of New Yorkers
41	Incident Management	<p><u>Security Incidents</u></p> <p>The General Services Division collects and retains information about incidents at DCWP facilities provided by the facilities' security guards.</p>	Pre-approved as routine	The General Services Division collects, retains, and discloses identifying information maintaining the facilities, mailroom, and fleet of DCWP vehicles for the agency. Without this operational support, DCWP could not achieve its mission

				of protecting and enhancing the daily economic lives of New Yorkers
42	Human Resources and other Personnel Matters	<p><u>COOP Plan</u></p> <p>The General Services Division collects and retains emergency contact information for the COOP plan.</p>	Pre-approved as routine	The General Services Division collects, retains, and discloses identifying information maintaining the facilities, mailroom, and fleet of DCWP vehicles for the agency. Without this operational support, DCWP could not achieve its mission of protecting and enhancing the daily economic lives of New Yorkers
43	Human Resources and other Personnel Matters	<p><b>Human Capital</b></p> <p><u>Job Applications</u></p> <p>The Human Capital Division collects and retains identifying information as part of the job application and interview process. To the extent this information is on NYCAPS, it is disclosed to DCAS.</p> <p>The Commissioner’s Office collects, retains, and discloses identifying information to City Hall regarding certain management positions.</p>	Pre-approved as routine	The Human Capital (“HC”) Division serves the agency’s most valuable assets, its employees. HC staff is committed to providing employee services such as recruitment, on-boarding, training and staff development, employee and labor relations, performance evaluations, personnel transactions, time and leave provisions, payroll, employee benefits, special leave requests, and agency-wide special events. HC staff also provides guidance on agency and citywide personnel rules and regulations, policies, and procedures.

				<p>HC is guided by City oversight agencies which are DCAS (Department of Citywide Administrative Services), OLR (Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agencies</p>
44	Human Resources and other Personnel Matters	<p><u>Discipline And Termination</u> The Human Capital Division collects and retains discipline and termination information. As appropriate, the Human Capital Division discloses this information to sister City agencies and State agencies.</p> <p>To the extent an employee is required to undertake a drug test or undertake an independent medical examination, Human Capital discloses identifying information to the appropriate vendor.</p> <p>If an employee leaves for another City agency, Human Capital will send that employee’s file to the new agency.</p>	Pre-approved as routine	<p>The Human Capital (“HC”) Division serves the agency's most valuable assets, its employees. HC staff is committed to providing employee services such as recruitment, on-boarding, training and staff development, employee and labor relations, performance evaluations, personnel transactions, time and leave provisions, payroll, employee benefits, special leave requests, and agency-wide special events. HC staff also provides guidance on agency and citywide personnel rules and regulations, policies, and procedures.</p> <p>HC is guided by City oversight agencies which are DCAS (Department of Citywide Administrative Services), OLR (Office of Labor Relations), OPA</p>

		Human Capital will also verify the employment of DCWP employees to future employers.		(Office of Payroll Administration), and Federal and State agencies
45	Human Resources and other Personnel Matters	<p><u>Employee Information</u> Human Capital collects, retains, and discloses employee benefit, payroll, evaluation, reasonable accommodation, and related information.</p> <p>The Human Capital Division does so for purposes of processing new hires, payroll, and employment benefits for personnel in all Divisions of DCWP.</p>	Pre-approved as routine	<p>The Human Capital (“HC”) Division serves the agency’s most valuable assets, its employees. HC staff is committed to providing employee services such as recruitment, on-boarding, training and staff development, employee and labor relations, performance evaluations, personnel transactions, time and leave provisions, payroll, employee benefits, special leave requests, and agency-wide special events. HC staff also provides guidance on agency and citywide personnel rules and regulations, policies, and procedures.</p> <p>HC is guided by City oversight agencies which are DCAS (Department of Citywide Administrative Services), OLR (Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agencies</p>

46	Human Resources and other Personnel Matters	<p><u>Union Info</u> Human Capital discloses rosters of DCWP employees to appropriate unions, so that the unions can contact the employees and alert them of upcoming meetings.</p>	Pre-approved as routine	<p>The Human Capital (“HC”) Division serves the agency's most valuable assets, its employees. HC staff is committed to providing employee services such as recruitment, on-boarding, training and staff development, employee and labor relations, performance evaluations, personnel transactions, time and leave provisions, payroll, employee benefits, special leave requests, and agency-wide special events. HC staff also provides guidance on agency and citywide personnel rules and regulations, policies, and procedures.</p> <p>HC is guided by City oversight agencies which are DCAS (Department of Citywide Administrative Services), OLR (Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agencies</p>
47	Human Resources and other Personnel Matters	<p><u>COVID-19</u> During this reporting period, Human Capital collected, retained, and/or disclosed</p>	Pre-approved as routine	<p>The Human Capital (“HC”) Division serves the agency's most valuable assets, its employees. HC staff is committed to providing employee services such as recruitment, on-</p>

		<p>identifying information related to COVID-19:</p> <p>Human Capital collects and retains identifying information for the purpose of making leave determinations, including for leave requests made pursuant to the Families First Coronavirus Response Act. Such information may include employee information, documentation showing a positive COVID-19 test result or that the employee is exhibiting COVID-19 symptoms or the employee has been exposed to COVID-19 or the employee sought a COVID-19 diagnosis, the name of the employee’s health care provider, the name and age of an employee’s child and the name of the child’s school, place of care, or childcare provider.</p> <p>Pursuant to City policy, the Human Capital Division collected and retained identifying information when</p>		<p>boarding, training and staff development, employee and labor relations, performance evaluations, personnel transactions, time and leave provisions, payroll, employee benefits, special leave requests, and agency-wide special events. HC staff also provides guidance on agency and citywide personnel rules and regulations, policies, and procedures.</p> <p>HC is guided by City oversight agencies which are DCAS (Department of Citywide Administrative Services), OLR (Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agencies</p>
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		<p>DCWP was made aware that an employee received a positive COVID-19 test result or had a confirmed and documented exposure to someone who received a positive test result. Such information includes documentation confirming the positive test result or exposure, documentation from the employee’s doctor confirming whether quarantine is required or recommended, the employee’s mailing address and telephone number, and the names of all employees with whom the affected employee has had close contact in the last 10 days. In the event of a positive test result or a confirmed and documented exposure, Human Capital notified the affected employee’s work-related close contacts and supervisor.</p> <p>Human Capital previously disclosed information related to COVID-19 to other City agencies and City Hall,</p>		
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		including numbers representing employees who tested positive for COVID-19 and employees ordered to quarantine, mandated quarantine dates, and mandated return-to-work dates.		
48	Human Resources and other Personnel Matters	<p><u>ADA Requests</u> Human Capital administers ADA requests from external parties who are seeking to access DCWP services. As part of that process, the Human Capital Division collects and retains identifying information concerning the individual making the request.</p>	Pre-approved as routine	<p>The Human Capital (“HC”) Division serves the agency's most valuable assets, its employees. HC staff is committed to providing employee services such as recruitment, on-boarding, training and staff development, employee and labor relations, performance evaluations, personnel transactions, time and leave provisions, payroll, employee benefits, special leave requests, and agency-wide special events. HC staff also provides guidance on agency and citywide personnel rules and regulations, policies, and procedures.</p> <p>HC is guided by City oversight agencies which are DCAS (Department of Citywide Administrative Services), OLR</p>

				(Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agencies
49	Office Administration	<u>Sign-In</u> Human Capital collects and retains sign-in sheets at DCWP events.	Pre-approved as routine	<p>The Human Capital (“HC”) Division serves the agency’s most valuable assets, its employees. HC staff is committed to providing employee services such as recruitment, on-boarding, training and staff development, employee and labor relations, performance evaluations, personnel transactions, time and leave provisions, payroll, employee benefits, special leave requests, and agency-wide special events. HC staff also provides guidance on agency and citywide personnel rules and regulations, policies, and procedures.</p> <p>HC is guided by City oversight agencies which are DCAS (Department of Citywide Administrative Services), OLR (Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agencies</p>
50	Client or Customer Service	<b>Office of Financial Empowerment</b>	Pre-approved as routine	Within DCWP, the Office of Financial Empowerment (“OFE”)

		<p><u>FEC Client Disclosures</u> OFE’s financial counseling and coaching human services contractors disclose individuals’ financial and biographical information, including credit reports, to OFE as well as to relatives, caregivers, and other third parties who those individuals have authorized to receive that information.</p> <p>Third-party service providers, including providers of legal services, to whom such disclosures are made, may also collect and retain identifying information as appropriate to provide their services.</p>		<p>focuses on initiatives that support New Yorkers and communities with low incomes in building wealth and improving their financial health. OFE is the first local government initiative in the country with the mission to educate, empower, and protect New Yorkers and neighborhoods with low incomes so they can build assets and make the most of their financial resources. OFE uses data and research, policy, partnerships, and convenings to advance its mission. Using this model, OFE is able to develop, offer, and advocate for innovative programs and products for all New Yorkers.</p>
51	Client or Customer Service	<p><u>Tax Prep</u> OFE contracts with various human services contractors to provide free tax preparation assistance as part of the NYC Free Tax Prep Program. Tax preparation assistance is provided in person and virtually.</p>	Pre-approved as routine	<p>Within DCWP, the Office of Financial Empowerment (“OFE”) focuses on initiatives that support New Yorkers and communities with low incomes in building wealth and improving their financial health. OFE is the first local government initiative in the country with the mission to educate, empower, and protect New Yorkers and</p>

		<p>As part of this work, OFE’s human services contractors collect and retain identifying information from individuals seeking free tax preparation assistance and the individuals’ financial information necessary to file their taxes. Collection and retention are made directly or through software programs used by contractors to provide their services. Such programs include: Appointment Plus for scheduling appointments; Taxslayer for preparing and filing income tax returns; Code for America for virtual tax preparation assistance; Google Meet, Microsoft Teams, DocuSign, and Dropbox for operational needs. Identifying information may be retained until November of the following year or through the period approved by the IRS for the retention of such information. Contractors may also collect and retain aggregated data from the IRS,</p>		<p>neighborhoods with low incomes so they can build assets and make the most of their financial resources. OFE uses data and research, policy, partnerships, and convenings to advance its mission. Using this model, OFE is able to develop, offer, and advocate for innovative programs and products for all New Yorkers.</p>
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		<p>such as the number of returns completed, the dollar amounts refunded and the amount of credits granted for individuals who received tax preparation assistance.</p> <p>Certain contractors use subcontractors to administer their appointment system (e.g., Appointment Plus). Such subcontractors retain and collect individuals' biographical and contact information.</p> <p>Outreach and marketing are a critical component of this program. To effectively target eligible New Yorkers, OFE collects and retains contact information provided by other City agencies for potentially eligible individuals, and OFE uses the contact information for outreach campaigns. OFE also discloses the contact information to City contractors who facilitate the outreach campaigns by direct mail</p>		
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		marketing, phone calls, and text message services.		
52	Client or Customer Service	<p><u>Financial Empowerment Center (FEC) - Contact Info</u>            OFE collects and retains individuals' contact information obtained at community outreach events.</p> <p>OFE, or its human services contractors may, with an individual's consent disclose that individual's contact information to a sister City agency that may help that individual.</p> <p>OFE receives reciprocal referrals from sister City agencies.</p> <p>OFE's human service contractors and OFE collect and retain individuals' contact information, with the individuals' consent, so OFE can provide those individuals with information about OFE's</p>	Pre-approved as routine	<p>Within DCWP, the Office of Financial Empowerment ("OFE") focuses on initiatives that support New Yorkers and communities with low incomes in building wealth and improving their financial health. OFE is the first local government initiative in the country with the mission to educate, empower, and protect New Yorkers and neighborhoods with low incomes so they can build assets and make the most of their financial resources. OFE uses data and research, policy, partnerships, and convenings to advance its mission. Using this model, OFE is able to develop, offer, and advocate for innovative programs and products for all New Yorkers.</p>

		financial counseling and Free Tax Prep services.		
53	Research	<p><u>Surveys</u> OFE and its contractors use surveys, interviews, and focus groups to improve OFE’s services. OFE and its contractors may collect identifying information as part of these surveys, interviews, and focus groups, and OFE may retain this identifying information.</p>	Pre-approved as routine	<p>Within DCWP, the Office of Financial Empowerment (“OFE”) focuses on initiatives that support New Yorkers and communities with low incomes in building wealth and improving their financial health. OFE is the first local government initiative in the country with the mission to educate, empower, and protect New Yorkers and neighborhoods with low incomes so they can build assets and make the most of their financial resources. OFE uses data and research, policy, partnerships, and convenings to advance its mission. Using this model, OFE is able to develop, offer, and advocate for innovative programs and products for all New Yorkers.</p>
54	Office Administration	<p><u>Contractor and Partner Info</u> OFE collects and retains contact information for its contractors and partners. retain this identifying information.</p>	Pre-approved as routine	<p>Within DCWP, the Office of Financial Empowerment (“OFE”) focuses on initiatives that support New Yorkers and communities with low incomes in building wealth and improving their financial health. OFE is the first local government</p>



				<p>initiative in the country with the mission to educate, empower, and protect New Yorkers and neighborhoods with low incomes so they can build assets and make the most of their financial resources. OFE uses data and research, policy, partnerships, and convenings to advance its mission. Using this model, OFE is able to develop, offer, and advocate for innovative programs and products for all New Yorkers.</p>
55	Client or Customer Service	<p><u>Financial Counseling</u> OFE collects and retains individuals' contact information obtained at community outreach events.</p> <p>OFE or its human services contractors may, with an individual's consent, disclose the contact information of an individual seeking financial counseling and coaching or tax preparation services to a sister City agency or community-based organizations that may help that individual. OFE receives reciprocal referrals</p>	Pre-approved as routine	<p>Within DCWP, the Office of Financial Empowerment ("OFE") focuses on initiatives that support New Yorkers and communities with low incomes in building wealth and improving their financial health. OFE is the first local government initiative in the country with the mission to educate, empower, and protect New Yorkers and neighborhoods with low incomes so they can build assets and make the most of their financial resources. OFE uses data and research, policy, partnerships, and convenings to advance its mission. Using this model, OFE is able to</p>

		from sister City agencies. OFE’s human service contractors and OFE collect and retain individuals’ contact information, with the individuals’ consent, so OFE can provide those individuals with information about OFE’s financial counseling and Free Tax Prep services.		develop, offer, and advocate for innovative programs and products for all New Yorkers.
56	Compliance	<p><b>General Counsel</b>  <u>Conflicts of Interest Board (COIB)</u>            GC’s Disciplinary Advocate Officer is responsible for monitoring DCWP’s compliance with the conflict-of-interest rules.</p> <p>As part of this work, GC collects and retains employee information related to conflicts of interest and discloses it to the COIB. The General Counsel Division also makes standard donation and fundraising disclosures to the COIB.</p>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer
57	Procurement	<u>Contracts</u>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work,

		GC provides legal review of DCWP’s contracts. To the extent the contracts contain identifying information, GC collects and retains the information and discloses it to sister City agencies, such as the Law Department.		investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer
58	Human Resources and other Personnel Matters	<p><u>Disciplinary Advocate Officer (DAO) Investigations</u> GC contains DCWP’s Disciplinary Advocate Officer. The DAO investigates and, as appropriate, brings charges against DCWP employees, both internally and at various disciplinary adjudicatory bodies.</p> <p>As part of this work, GC collects, retains, and discloses employee identifying</p>	Pre-approved as routine	The General Counsel Division oversees the agency’s legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also

		information during the investigation and adjudication process.		contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer
59	Law Enforcement	<p><u>Department of Investigation (DOI)</u> The General Counsel Division discloses identifying information in its agency records, upon request, to law enforcement agencies such as DOI and the Police Department (PD).</p> <p>The DAO also sends DOI monthly reports and a yearly corruption report.</p>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer
60	Response to a Request or Demand	<p><u>FOIL</u> GC contains DCWP’s Freedom of Information Law (“FOIL”) officer. In responding to FOIL requests, DCWP discloses identifying information in compliance with the law.</p>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among

				other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP's Disciplinary Advocate Officer ("DAO") and Freedom of Information Law Officer ("FOIL") Officer
61	Compliance	<u>Testimony at Hearings</u> GC participates in hearings convened by the City Council and other government agencies. Testimony provided by DCWP witnesses and other witnesses sometimes contains identifying information.	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP's jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP's Disciplinary Advocate Officer ("DAO") and Freedom of Information Law Officer ("FOIL") Officer
62	Legal Matters or Proceeding	<u>Labor and Employment (L&amp;E)</u>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work,

		<p>GC represents DCWP in labor and employment-related actions before administrative bodies.</p> <p>As part of this work, GC collects, retains, and discloses employee information during the investigation and adjudication process.</p> <p>GC also discloses employee identifying information when sister City agencies, such as OLR or the Law Department, represent DCWP in labor and employment-related actions.</p>		<p>investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer</p>
63	Legal Matters or Proceeding	<p><u>Law Department</u></p> <p>In performing its work, GC routinely seeks counsel from the Law Department, which requires the disclosure of identifying information.</p> <p>Reciprocally, the Law Department seeks identifying information when it represents the City or DCWP in litigation.</p> <p>More generally, the General Counsel Division discloses</p>	Pre-approved as routine	<p>The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also</p>

		identifying information to sister City agencies, City Hall, and City Council, when those other arms of City government seek counsel about the laws and rules enforced by DCWP.		contains DCWP's Disciplinary Advocate Officer ("DAO") and Freedom of Information Law Officer ("FOIL") Officer
64	Legal Matters or Proceeding	<p><u>Licensing and Consumer Protection Law Investigations</u> GC investigates violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of New York, and other laws and rules within DCWP's jurisdictional authority. As a result of these investigations, GC, among other things, reviews complaints, enters into settlements, and commences enforcement actions at OATH and in New York Supreme Court.</p> <p>As part of this work, GC collects, retains, and discloses identifying information from consumers, businesses, other individuals, and other agencies during the investigation and adjudication process. In</p>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP's jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP's Disciplinary Advocate Officer ("DAO") and Freedom of Information Law Officer ("FOIL") Officer

		<p>particular, GC discloses identifying information to OATH and the courts (which maintain filings that are publicly available and conduct proceedings that are open to the public) when prosecuting violations; to businesses when disclosure is necessary for resolution of the investigation; and to process servers to serve subpoenas, court complaints, and other papers.</p> <p>The General Counsel discloses identifying information if it is undertaking a joint enforcement effort or if it is referring a matter to another agency and will receive reciprocal identifying information.</p>		
65	Client or Customer Service	<p><u>Licensing Counsel</u> GC assists DCWP’s Licensing Division by assessing whether new and renewal license applicants satisfy the requirements of New York City’s laws and rules and are fit to hold a license.</p>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among



		As part of this work, GC collects, retains, and discloses identifying information necessary to undertake this licensing assessment.		other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP's Disciplinary Advocate Officer ("DAO") and Freedom of Information Law Officer ("FOIL") Officer
66	Client or Customer Service	<p><u>Business Compliance Counsel</u> The General Counsel Division contains DCWP's Business Compliance Counsel who, among other things, answers questions posed by businesses and individuals about DCWP's laws and rules.</p> <p>The General Counsel Division collects and retains identifying information provided by these businesses and individuals.</p>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP's jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP's Disciplinary Advocate Officer ("DAO") and Freedom of Information Law Officer ("FOIL") Officer
67	Legal Matters or Proceeding	<u>Rulemaking</u>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work,

		GC undertakes legal review of proposed rules and public comments made during the rulemaking process. To the extent comments provided in response to proposed rules contain identifying information, GC collects and retains such information and discloses that information, as necessary, to the Law Department.		investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer.
68	Legal Matters or Proceeding	<u>State Law and Trials Division Decisions</u> GC provides DCWP’s final determinations for certain State law charges within its enforcement jurisdiction. GC collects, retains, and discloses identifying information as part of issuing those determinations.	Pre-approved as routine	The General Counsel Division oversees the agency’s legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also

				contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer.
69	Legal Matters or Proceeding	<p><u>Subpoena Requests</u> GC responds to subpoena requests on behalf of DCWP and, in so doing, discloses identifying information, in compliance with the law.</p>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer.
70	Client or Customer Service	<p><u>U-Visa</u> DCWP’s Designated U-Visa Representative assesses U-Visa Certification applications submitted to DCWP by undocumented immigrants. As part of that assessment, the Designated U-Visa</p>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among

		<p>Representative collects and retains identifying information regarding the immigrant and the information he or she possesses regarding potential qualifying criminal activity.</p> <p>To the extent an undocumented immigrant’s representative submits the immigrant’s U-Visa certification application, the Designated U-Visa Representative will disclose his or her assessment to the representative.</p>		<p>other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer.</p>
71	Education	<p><u>KidsRise</u></p> <p>DCWP’s contractor, Kids Rise, collects student and family data from the DOE to implement the Save for College Program Expansion, thereby enabling kindergarten students from participating NYC public and charter schools to participate in the Program for certain program years. The data collected is used to create savings accounts and track the funding for participating</p>	Pre-approved as routine	<p>The General Counsel Division oversees the agency’s legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary</p>

		students. Some of the data may be used for programmatic and evaluation/research purposes, if approved by DOE.		Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer.
72	Office Administration	<u>Contractors and Partners</u> The General Counsel Division collects and retains contact information for its contractors, partners, as well as elected officials, consumers, and others.	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer.
73	Legal Matters or Proceeding	<b>Office of Labor and Policy Standards (OLPS)</b> <u>Just Cause Arbitration</u> Pursuant to § 20-1273 of the NYC Admin Code, fast food workers can request to resolve their complaints through	Pre-approved as routine	DCWP’s Office of Labor Policy & Standards (“OLPS”) is NYC’s central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create

		binding arbitration by a DCWP administered panel of arbitrators. As part of this program, OLPS, with the workers' consent, shares workers' names, phone numbers, email addresses, and employer names with employers and arbitrators prior to arbitration. OLPS also shares, with the employers' consent, the employers' information. Where needed to secure interpretation services, OLPS may also share with arbitrators information about the languages spoken by the worker and/or employer.		fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city's workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.
74	Legal Matters or Proceeding	<u>Mediation</u> OLPS launched a pilot program with the Center for Creative Conflict Resolution of the Office of Administrative Trials and Hearings (OATH) to conduct mediations for domestic care workers, a	Pre-approved as routine	DCWP's Office of Labor Policy & Standards ("OLPS") is NYC's central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all

		<p>particularly vulnerable worker population. As part of this program, OLPS, with the workers' consent, shares workers' names, phone numbers, email addresses, and employer names with OATH prior to mediation. OLPS also shares, with the employers' consent, the employers' contact information. Where needed to secure interpretation services, OLPS may also share with OATH information about the languages spoken by the worker and/or employer.</p>		<p>workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city's workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.</p>
75	Legal Matters or Proceeding	<p><u>Investigations and Adjudications</u> OLPS investigates violations of various laws and rules within OLPS' jurisdictional authority. As a result of these investigations, OLPS, among other things, reviews complaints, conducts</p>	Pre-approved as routine	<p>DCWP's Office of Labor Policy &amp; Standards ("OLPS") is NYC's central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights,</p>

		<p>comprehensive regulatory investigations, enters into settlements, and commences enforcement actions at OATH. This work is essential to DCWP’s mission of protecting and enhancing the daily economic lives of New Yorkers.</p> <p>As part of this work, OLPS collects, retains, and discloses identifying information from workers, businesses, other individuals, and sister agencies during the investigation and adjudication process. In particular, OLPS discloses identifying information to OATH (which maintains filings that are publicly available and conducts proceedings open to the public) when prosecuting violations, to employers when disclosure is necessary for resolution of the investigation, and to process servers to serve subpoenas and other papers.</p> <p>OLPS also discloses identifying information if it is undertaking</p>		<p>regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city’s workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.</p>
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		a joint enforcement effort or if it is referring a matter to another agency (with a worker’s consent) and will receive reciprocal identifying information.		
76	Client or Customer Service	<p><u>Outreach</u> For the purpose of helping to organize Workers’ Rights Hearings, convenings, employer education events, and other outreach events, OLPS collects and retains contact information for partner organizations; businesses; with their consent, workers; and other members of the general public.</p> <p>OLPS will disclose this information to sister agencies as appropriate to organize events.</p>	Pre-approved as routine	DCWP’s Office of Labor Policy & Standards (“OLPS”) is NYC’s central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city’s workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and

				promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.
77	Legal Matters or Proceeding	<p><u>Rulemaking</u> OLPS undertakes legal review of proposed rules and public comments made during the rulemaking process. To the extent comments provided in response to proposed rules contain identifying information, OLPS collects and retains such information and discloses that information, as necessary, to the Law Department.</p>	Pre-approved as routine	<p>DCWP’s Office of Labor Policy &amp; Standards (“OLPS”) is NYC’s central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city’s workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the</p>

				demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.
78	Compliance	<p><u>Testimony</u> OLPS participates at hearings convened by City Council and other government agencies. Testimony provided by DCWP witnesses and other witnesses sometimes contains identifying information.</p>	Pre-approved as routine	<p>DCWP’s Office of Labor Policy &amp; Standards (“OLPS”) is NYC’s central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city’s workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers,</p>

				including, at a minimum, age, gender, ethnicity, and preferred language.
79	Research	<p><u>Surveys and Focus Groups</u></p> <p>As part of its research work, OLPS and its contractors use surveys, interviews, and focus groups to improve its services. OLPS and its contractors may collect and retain identifying information as part of these surveys, interviews, and focus groups.</p>	Pre-approved as routine	<p>DCWP’s Office of Labor Policy &amp; Standards (“OLPS”) is NYC’s central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city’s workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age,</p>

				gender, ethnicity, and preferred language.
80	Office Administration	<u>Contractors and Partners</u> OLPS collects and retains contact information for its contractors, partners, as well as elected officials, workers, and others	Pre-approved as routine	DCWP’s Office of Labor Policy & Standards (“OLPS”) is NYC’s central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city’s workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age,

				gender, ethnicity, and preferred language.
81	Law Enforcement	<p><u>COVID-19</u></p> <p>OLPS investigates violations of various laws and rules within OLPS' jurisdictional authority, including in relation to COVID-19. As a result of these investigations, OLPS, among other things, reviews complaints, conducts comprehensive regulatory investigations, enters into settlements, and commences enforcement actions at OATH.</p> <p>As part of this work, OLPS collects, retains, and discloses identifying information from workers, businesses, other individuals, and sister agencies during the investigation and adjudication process. In particular, OLPS discloses identifying information to OATH (which maintains filings that are publicly-available and conducts proceedings open to the public) when prosecuting</p>	Pre-approved as routine	<p>DCWP's Office of Labor Policy &amp; Standards ("OLPS") is NYC's central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city's workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age,</p>

		<p>violations, to employers when disclosure is necessary for resolution of the investigation, and to process servers to serve subpoenas and other papers.</p> <p>OLPS also discloses identifying information if it is undertaking a joint enforcement effort or if it is referring a matter to another agency (with a worker’s consent) and will receive reciprocal identifying information.</p>		<p>gender, ethnicity, and preferred language.</p>
82	Research	<p><u>FIFA Surveys</u></p> <p>Pursuant to the Freelance Isn’t Free Act (“FIFA”) – Chapter 10 of Title 20 of the NYC Administrative Code – OLPS sends identifying information about freelancers who file a complaint to the hiring party in question in an attempt to resolve the dispute. OLPS also sends surveys to freelancers who filed complaints with OLPS. OLPS collects and retains freelancers’ responses to the</p>	Pre-approved as routine	<p>DCWP’s Office of Labor Policy &amp; Standards (“OLPS”) is NYC’s central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city’s workforce; facilitate the exchange and</p>

		surveys, which contain identifying information.		dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.
83	Research	<u>Delivery Worker Data</u> Pursuant to NYC Code § 20-1522, DCWP must conduct a study on the working conditions for food delivery workers to establish by rule a method for determining the minimum payments that must be made to food delivery workers by a third-party food delivery service or third-party courier service. In furtherance of the study, the law explicitly allows DCWP to request information or issue subpoenas to third-party food delivery services or third-party courier	Approved by the APO on a case-by-case basis	DCWP's Office of Labor Policy & Standards ("OLPS") is NYC's central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city's workforce; facilitate the exchange and dissemination of information in



		<p>services relating to food delivery workers, including but not limited to identifying information.</p> <p>Collection of this information both furthers DCWP mission or purpose of protecting workers and is required by law to the extent DCWP must study the information collected.</p>		<p>consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.</p>
84	Finance	<p><b>Finance and Revenue</b> <u>Unpaid Civil Penalties (LL 47)</u> Pursuant to Local Law 47 of 2016, DCWP may deny a new, or renewal, application for any license, permit, or registration, and may revoke, suspend, cancel, or terminate any license, permit, or registration, if an applicant or licensee has unpaid civil penalties. To support this process, Finance discloses identifying information to the NYC Department of Finance and reciprocally collects identifying information about unpaid civil penalties by licensees,</p>	Pre-approved as routine	<p>Finance works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if necessary, additional funding to sustain current programs whether it's through State and Federal subsidies, intra-city agreements or the City's Office of Management and Budget. Additionally, Finance centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State procurement regulations.</p>

		applicants, businesses, and individuals.		Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP's revenue.
85	Finance	<p><u>Accounts Receivable and Payable</u> Finance collects and retains all information to fulfill its accounts receivable and accounts payable functions.</p> <p>Finance discloses payment information to other City agencies, as appropriate.</p> <p>Finance also handles certain accounts receivable work for the NYC Department of Health and Mental Hygiene ("DOHMH"), which requires the disclosure of identifying information.</p>	Pre-approved as routine	Finance works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if necessary, additional funding to sustain current programs whether it's through State and Federal subsidies, intra-city agreements or the City's Office of Management and Budget. Additionally, Finance centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State procurement regulations. Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP's revenue.

86	Finance	<p><u>Budget</u> As part of the Budget process, Finance shares rosters of employees with the NYC Office of Management and Budget (“OMB”) and undertakes analyses that include identifying information.</p>	Pre-approved as routine	<p>Finance works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if necessary, additional funding to sustain current programs whether it’s through State and Federal subsidies, intra-city agreements or the City’s Office of Management and Budget. Additionally, Finance centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State procurement regulations. Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP’s revenue.</p>
87	Procurement	<p><u>Procurement</u> Finance collects and retains all identifying information necessary to undertake DCWP’s contract and non-contract Procurement</p>	Pre-approved as routine	<p>Finance works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if</p>

		<p>information, including contact information, in RFP's and other submissions, and registered contracts and other agreements.</p> <p>Finance discloses this identifying information to the other City agencies and arms of City government that participate in the Procurement process, such as MOCS, OMB, the Comptroller, the Law Department, and other agencies that hold master contracts on which DCWP relies.</p>		<p>necessary, additional funding to sustain current programs whether it's through State and Federal subsidies, intra-city agreements or the City's Office of Management and Budget. Additionally, Finance centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State procurement regulations. Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP's revenue.</p>
88	Human Resources and other Personnel Matters	<p><u>Temporary workers</u> Finance collects and retains the resumes of temporary employees. Finance also collects and retains temporary employees' timesheets and discloses them to the Comptroller.</p>	Pre-approved as routine	<p>Finance works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if necessary, additional funding to sustain current programs whether it's through State and Federal subsidies, intra-city agreements or the City's Office of Management and Budget. Additionally, Finance</p>

				centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State procurement regulations. Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP's revenue.
89	Human Resources and other Personnel Matters	<p><u>Tobacco Enforcement - Minor Employees</u> Finance collects and retains identifying information about the minors employed by DCWP for tobacco enforcement work. Finance discloses the names and Social Security numbers of these minor employees to DCWP's payroll vendor.</p>	Pre-approved as routine	Finance works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if necessary, additional funding to sustain current programs whether it's through State and Federal subsidies, intra-city agreements or the City's Office of Management and Budget. Additionally, Finance centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State procurement regulations.

				Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP's revenue.
90	Finance	<p><u>Collections and Clearances</u></p> <p>Revenue collects and retains identifying biographical, financial, and payment information about a business or individual that owes money to the City or is applying for a DCWP license, including verification of identity.</p>	Pre-approved as routine	The Revenue Unit manages the agency's efforts to collect and process payment on fines/fees from businesses that violate the law. The Unit's work is necessary to ensure that businesses and individuals maintain compliance with the laws and rules enforced by DCWP.
91	Finance	<p><u>ALTs</u></p> <p>The Revenue Unit collects and retains confidential information to determine whether a license applicant is affiliated with an individual or business that owes the City money.</p>	Pre-approved as routine	The Revenue Unit manages the agency's efforts to collect and process payment on fines/fees from businesses that violate the law. The Unit's work is necessary to ensure that businesses and individuals maintain compliance with the laws and rules enforced by DCWP.
92	Finance	<p><u>Payment Information</u></p> <p>Revenue collects and retains identifying information necessary to collect and</p>	Pre-approved as routine	The Revenue Unit manages the agency's efforts to collect and process payment on fines/fees from businesses that violate the law. The Unit's work is necessary to

		process payments, including verification of identity.		ensure that businesses and individuals maintain compliance with the laws and rules enforced by DCWP.
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