

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	Licensing Federal Agencies 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. 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.	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		



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



		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	City Council 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.	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,



	Client or Customer Service	State Agencies	Pre-approved as routine	horse stable, small animal grooming establishment and barber The Licensing Center is the
4		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. In all of these situations, Licensing reciprocally collects identifying information.		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



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



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



		license application and other		
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8	Client or Customer Service	In the pedicab license category, applicants submit proof of insurance that Licensing confirms with the insurance companies.	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



9	Client or Customer Service	Testing 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.	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
9				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
	Legal Matters or Proceeding	Enforcement Division	Pre-approved as routine	barber
10		<u>OATH</u>		The Enforcement Division collects, retains, and discloses



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.

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 nonlicensed 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.
	Law Enforcement	State Agencies	Dro approved as routing	compliance.
	Law Emorcement	State Agencies	Pre-approved as routine	The Enforcement Division
		Enforcement discloses		
		identifying information		collects, retains, and discloses
		collected during inspections		identifying information as part of
		enforcing State law to relevant		its role ensuring compliance with
		State agencies.		all relevant City of New York
				Administrative Code provisions,
		For example, DCWP discloses		the Rules of the City of New York,
		identifying information		and various State regulations. It
		collected during tobacco		routinely inspects businesses
		inspections to the State		licensed by DCWP as well as non-
		Department of Health through		licensed businesses that must
		the EHIPS database and the		comply with consumer
		State Department of Health.		protection laws and weights and
11		·		measures laws. The Division
		Another example is that DCWP		conducts undercover inspections
		discloses information collected		with minors and youth between
		during inspection of businesses		the ages of 19 and 20 to enforce
		for compliance with the New		State and City laws, including
		York Agriculture and Markets		regulating the sale of tobacco
		laws to the New York State		products. The Petroleum Unit
		Department of Agriculture and		ensures that consumers are
		Markets.		getting the correct amount of
		iviar Recs.		gasoline at gas stations. In
				addition, Enforcement conducts
				qualifying inspections (for new
				licensees and renewals) and
				compliance inspections. Through
				compnance inspections. infough



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



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		agencies as part of joint		gasoline at gas stations. In
		enforcement efforts.		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.
	Law Enforcement	Vehicle Information	Pre-approved as routine	
		The Enforcement Division		The Enforcement Division
		collects license plates and VIN		collects, retains, and discloses
		numbers for seized vehicles		identifying information as part of
		and, in certain license		its role ensuring compliance with
		categories, for qualifying or		all relevant City of New York
		compliance inspections.		Administrative Code provisions,
		·		the Rules of the City of New York,
4.0		The Enforcement Division		and various State regulations. It
13		collects and retains additional		routinely inspects businesses
		information about a vehicle or a		licensed by DCWP as well as non-
		driver from the Department of		licensed businesses that must
		Motor Vehicles.		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.
	Law Enforcement	Confiscated Licenses	Pre-approved as routine	
		The Enforcement Division		The Enforcement Division
		collects, but does not retain,		collects, retains, and discloses
		confiscated licenses.		identifying information as part of
				its role ensuring compliance with
				all relevant City of New York
14				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



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				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.
	Incident Management	Incident Reports	Pre-approved as routine	
		Enforcement collects and		The Enforcement Division
		retains identifying information if		collects, retains, and discloses
15		there is a report of an incident,		identifying information as part of
13		such as an accident or a threat		its role ensuring compliance with
		directed at an inspector.		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.
	Client or Customer Service	Visiting Inspector Program	Pre-approved as routine	The Enforcement Division
16		Enforcement collects and		The Enforcement Division
		retains information from		collects, retains, and discloses



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.

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 nonlicensed 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



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



21	Compliance	City and State agencies, pursuant to the needs of the other DCWP Divisions. Open Data The "Open Data Law" mandates that "public data sets" be made accessible on the Open Data portal. DCWP discloses identifying information in	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	compliance with the law. EEO Investigations 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.	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	Communications and Marketing Division Press and Multimedia Disclosures The Communications and Marketing Division	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



		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. C & M also discloses enforcement and complaint information to reporters and across DCWP's multi-media presence. C & M coordinates its press and multi-media presence with City Hall and sister agencies, as appropriate. In so doing, C & 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.		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.
24	Client or Customer Service	Mailings C & 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.	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



		Where appropriate, C & M may also disclose mailing lists to other agencies. 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.		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.
25	Client or Customer Service	Social Media 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	Pre-approved as routine	The Communications. 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



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



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				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	<u>Surveys</u>	Pre-approved as routine	The Communications & Marketing
				Division translates and promotes
		The Communications and		DCWP's work to protect and
		Marketing Division uses		enhance the daily economic lives of
		surveys, interviews, and focus		New Yorkers to the public to
		groups to obtain information		further advance the Agency's
		that can help DCWP further its		mission to create thriving
		mission to protect and enhance		communities. The Division
		the daily economic lives of New		produces DCWP's public-facing
		Yorkers. The Communications		media (brochures, reports,
		and Marketing Division and its		letterhead, videos, etc.); develops
		contractors may collect and		and executes integrated,
		retain identifying information		multimedia public awareness
		as part of these surveys,		campaigns; promotes and protects
		interviews, and focus groups.		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	Vendor Contacts 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.	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.
29	Client or Customer Service	Consumer Services	Pre-approved as routine	
		Out-of-town Consumers		The Consumer Services Division is
		Consumer Services will disclose		the face of DCWP for many
		identifying information, with		consumers. It may be their first and



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		the consent of an out-of-town		sometimes only point of contact
		consumer, to an in-town family		with the agency. Most often, these
		member or friend.		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	Complaints and Mediation	Pre-approved as routine	
		Consumer Services collects and		The Consumer Services Division is
		retains identifying information		the face of DCWP for many
		from both consumers who		consumers. It may be their first and
		submit complaints and		sometimes only point of contact



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



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		Financial Empowerment		consumers are seeking: (a)
		Centers (FEC).		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	Pre-approved as routine	,
				The Consumer Services Division is
		Consumer Services helps to		the face of DCWP for many
		enforce judgments obtained by		consumers. It may be their first and
		consumers against licensees. It		sometimes only point of contact
		also collects and retains		with the agency. Most often, these
		identifying information about		consumers are seeking: (a)



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		these consumers contained in		assistance with an individual
		judgment affidavits.		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	External Affairs (EA)	Pre-approved as routine	External Affairs (EA) is the
33	Cheff of Customer Service	Constituent services	Fre-approved as routine	intergovernmental division of the
		The External Affairs Division		_
				agency and custodian of DCWP's
		discloses to other agencies, as		relationship with City Hall, elected
		appropriate, to address		officials, government entities,
		constituents' issues, identifying		community and faith-based
		information about constituents		organizations, and stakeholders
		facing licensing, consumer		with broad policy and public affairs



		protection, or worker's rights issues received from elected officials, community boards, and the constituents themselves. EA discloses this information to other agencies, as appropriate, to address constituents' issues.		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.
34	Compliance	Public Hearings 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.	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.
35	Client or Customer Service	Outreach Events For the purpose of organizing outreach events, the External Affairs Division collects and	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,



		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. EA will disclose this information to other agencies, as appropriate, to organize events.		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.
36	Compliance	Public Hearings 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.	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



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



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		Citywide Administrative		
		Services (DCAS) and the		
		Department of Motor Vehicles		
		(DMV).		
		DMV provides the General		
		Services Division with abstracts		
		about each relevant		
		employee's driving history,		
		which the Division retains.		
		The General Services Division		
		also collects and retains		
		identifying information by		
		logging vehicle use by DCWP		
		employees.		
		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).		
39	Office Administration	<u>Facilities' Contractors</u>	Pre-approved as routine	The General Services Division
		The General Services Division		collects, retains, and discloses
		collects and retains contact		identifying information maintaining
				the facilities, mailroom, and fleet of



40	Office Administration	information for the various DCWP facilities' contractors. Mailroom General Services maintains the DCWP mailroom, which includes identifying information on incoming and outgoing mail. The mailroom provides mail to the United States Postal Service, UPS, and a messenger service to deliver paychecks to DCWP's non-Manhattan facilities. The mailroom also retains a log of certified mail.	Pre-approved as routine	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 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	Security Incidents The General Services Division collects and retains information about incidents at DCWP facilities provided by the facilities' security guards.	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



42	Human Resources and other Personnel Matters	COOP Plan The General Services Division collects and retains emergency contact information for the COOP plan.	Pre-approved as routine	of protecting and enhancing the daily economic lives of New Yorkers 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	Human Capital Job Applications 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. The Commissioner's Office collects, retains, and discloses identifying information to City Hall regarding certain management positions.	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, onboarding, 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.



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



		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	Employee Information Human Capital collects, retains, and discloses employee benefit, payroll, evaluation, reasonable accommodation, and related information. The Human Capital Division does so for purposes of processing new hires, payroll, and employment benefits for personnel in all Divisions of DCWP.	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, onboarding, 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. 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



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identifying information related to COVID-19:

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.

Pursuant to City policy, the Human Capital Division collected and retained identifying information when 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.

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



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. **Human Capital previously** disclosed information related to COVID-19 to other City agencies and City Hall,



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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	ADA Requests 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.	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, onboarding, 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. HC is guided by City oversight agencies which are DCAS (Department of Citywide Administrative Services), OLR



49	Office Administration	Sign-In Human Capital collects and retains sign-in sheets at DCWP events.	Pre-approved as routine	(Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agencies 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.
				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
50	Client or Customer Service	Office of Financial Empowerment	Pre-approved as routine	Within DCWP, the Office of Financial Empowerment ("OFE")



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



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,

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.



such as the number of returns completed, the dollar amounts refunded and the amount of credits granted for individuals who received tax preparation assistance.

Certain contractors use subcontractors to administer their appointment system (e.g., Appointment Plus). Such subcontractors retain and collect individuals' biographical and contact information.

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



		marketing, phone calls, and		
		text message services.		
52	Client or Customer Service	Financial Empowerment Center	Pre-approved as routine	Within DCWP, the Office of
		(FEC) - Contact Info	The approved as reasine	Financial Empowerment ("OFE")
		OFE collects and retains		focuses on initiatives that support
		individuals' contact		New Yorkers and communities with
		information obtained at		low incomes in building wealth and
		community outreach events.		improving their financial health.
		,		OFE is the first local government
		OFE, or its human services		initiative in the country with the
		contractors may, with an		mission to educate, empower, and
		individual's consent disclose		protect New Yorkers and
		that individual's contact		neighborhoods with low incomes
		information to a sister City		so they can build assets and make
		agency that may help that		the most of their financial
		individual.		resources. OFE uses data and
				research, policy, partnerships, and
		OFE receives reciprocal		convenings to advance its mission.
		referrals from sister City		Using this model, OFE is able to
		agencies.		develop, offer, and advocate for
				innovative programs and products
		OFE's human service		for all New Yorkers.
		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.		
53	Research	Surveys 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.	Pre-approved as routine	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.
54	Office Administration	Contractor and Partner Info OFE collects and retains contact information for its contractors and partners. retain this identifying information.	Pre-approved as routine	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.
55	Client or Customer Service	Financial Counseling	Pre-approved as routine	Within DCWP, the Office of
		OFE collects and retains		Financial Empowerment ("OFE")
		individuals' contact		focuses on initiatives that support
		information obtained at		New Yorkers and communities with
		community outreach events.		low incomes in building wealth and
				improving their financial health.
		OFE or its human services		OFE is the first local government
		contractors may, with an		initiative in the country with the
		individual's consent, disclose		mission to educate, empower, and
		the contact information of an		protect New Yorkers and
		individual seeking financial		neighborhoods with low incomes
		counseling and coaching or tax		so they can build assets and make
		preparation services to a sister		the most of their financial
		City agency or community-		resources. OFE uses data and
		based organizations that may		research, policy, partnerships, and
		help that individual. OFE		convenings to advance its mission.
		receives reciprocal referrals		Using this model, OFE is able to



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



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		GC provides legal review of		investigating violations of Title 20
		DCWP's contracts. To the		of the NYC Administrative Code,
		extent the contracts contain		Chapter 6 of the Rules of the City of
		identifying information, GC		New York and other laws and rules
		collects and retains the		within DCWP's jurisdictional
		information and discloses it to		authority. The Division also, among
		sister City agencies, such as the		other things, undertakes legal
		Law Department.		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	Disciplinary Advocate Officer	Pre-approved as routine	The General Counsel Division
	Personnel Matters	(DAO) Investigations		oversees the agency's legal work,
		GC contains DCWP's		investigating violations of Title 20
		Disciplinary Advocate Officer.		of the NYC Administrative Code,
		The DAO investigates and, as		Chapter 6 of the Rules of the City of
		appropriate, brings charges		New York and other laws and rules
		against DCWP employees, both		within DCWP's jurisdictional
		internally and at various		authority. The Division also, among
		disciplinary adjudicatory		other things, undertakes legal
		bodies.		review of contracts, proposed rules
				and legislation, licensing and
		As part of this work, GC		enforcement documents, and
		collects, retains, and discloses		external communications. The
		employee identifying		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	Department of Investigation (DOI) 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). The DAO also sends DOI monthly reports and a yearly corruption report.	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	FOIL GC contains DCWP's Freedom of Information Law ("FOIL") officer. In responding to FOIL requests, DCWP discloses identifying information in compliance with the law.	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	Testimony at Hearings 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	Labor and Employment (L&E)	Pre-approved as routine	The General Counsel Division oversees the agency's legal work,



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



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



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		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. 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		
		agency and will receive		
		reciprocal identifying information.		
65	Client or Customer Service	Licensing Counsel 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	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
		to hold a license.		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	Business Compliance Counsel 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. The General Counsel Division collects and retains identifying information provided by these businesses and individuals.	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	Rulemaking	Pre-approved as routine	The General Counsel Division oversees the agency's legal work,



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



69	Legal Matters or Proceeding	Subpoena Requests GC responds to subpoena requests on behalf of DCWP and, in so doing, discloses identifying information, in compliance with the law.	Pre-approved as routine	contains DCWP's Disciplinary Advocate Officer ("DAO") and Freedom of Information Law Officer ("FOIL") Officer. 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
70	Client or Customer Service	U-Visa 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	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



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



		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	Contractors and Partners 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	Office of Labor and Policy Standards (OLPS) Just Cause Arbitration 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



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



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



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.

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.

OLPS also discloses identifying information if it is undertaking

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.



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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	<u>Outreach</u>	Pre-approved as routine	DCWP's Office of Labor Policy &
		For the purpose of helping to		Standards ("OLPS") is NYC's central
		organize Workers' Rights		resource for workers. The Office is
		Hearings, convenings,		a dedicated voice in City
		employer education events,		government for workers in NYC,
		and other outreach events,		protecting and promoting labor
		OLPS collects and retains		standards and policies that create
		contact information for partner		fair workplaces to ensure all
		organizations; businesses; with		workers can realize their rights,
		their consent, workers; and		regardless of immigration status.
		other members of the general		OLPS is required, pursuant to the
		public.		NYC Charter and Administrative
				Code, to collect and analyze
		OLPS will disclose this		available federal, state, and local
		information to sister agencies		data on the city's workforce;
		as appropriate to organize		facilitate the exchange and
		events.		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



77	Legal Matters or Proceeding	Rulemaking 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.	Pre-approved as routine	promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language. 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
				federal and state officials, businesses, employees,



				demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.
78	Compliance	Testimony OLPS participates at hearings convened by City Council and other government agencies. Testimony provided by DCWP witnesses and other witnesses sometimes contains identifying information.	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,



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



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



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		surveys, which contain		dissemination of information in
		identifying information.		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>	Approved by the APO on a	DCWP's Office of Labor Policy &
		Pursuant to NYC Code § 20-	case-by-case basis	Standards ("OLPS") is NYC's central
		1522, DCWP must conduct a		resource for workers. The Office is
		study on the working		a dedicated voice in City
		conditions for food delivery		government for workers in NYC,
		workers to establish by rule a		protecting and promoting labor
		method for determining the		standards and policies that create
		minimum payments that must		fair workplaces to ensure all
		be made to food delivery		workers can realize their rights,
		workers by a third-party food		regardless of immigration status.
		delivery service or third-party		OLPS is required, pursuant to the
		courier service. In furtherance		NYC Charter and Administrative
		of the study, the law explicitly		Code, to collect and analyze
		allows DCWP to request		available federal, state, and local
		information or issue subpoenas		data on the city's workforce;
		to third-party food delivery		facilitate the exchange and
		services or third-party courier		dissemination of information in



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



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



		information, including contact		necessary, additional funding to
		information, in RFP's and other		sustain current programs whether
		submissions, and registered		it's through State and Federal
		contracts and other		subsidies, intra-city agreements or
		agreements.		the City's Office of Management
				and Budget. Additionally, Finance
		Finance discloses this		centrally purchases all goods and
		identifying information to the		services used by the agency. This
		other City agencies and arms of		entails coordinating and processing
		City government that		divisional requests in a timely
		participate in the Procurement		manner while adhering to City and
		process, such as MOCS, OMB,		State procurement regulations.
		the Comptroller, the Law		Finance also maintains agency bank
		Department, and other		accounts, issues reimbursements,
		agencies that hold master		consumer restitutions as well as
		contracts on which DCWP		refund checks, oversees petty cash
		relies.		requests, and reconciles all of
				DCWP's revenue.
88	Human Resources and other	Temporary workers	Pre-approved as routine	Finance works with all divisions to
	Personnel Matters	Finance collects and retains		assess operational needs, create
		the resumes of temporary		budgets, and monitor spending and
		employees. Finance also		expenses. Finance collaborates
		collects and retains temporary		with divisions to acquire funding
		employees' timesheets and		for new initiatives and, if
		discloses them to the		necessary, additional funding to
		Comptroller.		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 al services used by the a entails coordinating a divisional requests in a manner while adhering State procurement regions of maintain accounts, issues reimble consumer restitutions refund checks, overse	ngency. This nd processing a timely ng to City and gulations. s agency bank bursements,
entails coordinating and divisional requests in a manner while adhering State procurement representations accounts, issues reimble consumer restitutions.	nd processing a timely ng to City and gulations. s agency bank bursements,
divisional requests in a manner while adherin State procurement representations of the state procurement accounts, issues reimble consumer restitutions.	a timely ng to City and gulations. s agency bank bursements,
manner while adhering State procurement regions accounts, issues reimble consumer restitutions.	ng to City and gulations. s agency bank bursements,
State procurement representations of the consumer restitutions of the cons	gulations. s agency bank bursements,
Finance also maintain accounts, issues reimb consumer restitutions	s agency bank bursements,
accounts, issues reimb consumer restitutions	bursements,
consumer restitutions	· ·
refund checks, overse	s as well as
Terana eneciaj everse	es petty cash
requests, and reconcil	les all of
DCWP's revenue.	
89 Human Resources and other <u>Tobacco Enforcement - Minor</u> Pre-approved as routine Finance works with all	l divisions to
Personnel Matters <u>Employees</u> assess operational nee	eds, create
Finance collects and retains budgets, and monitor	spending and
identifying information about expenses. Finance col	laborates
the minors employed by DCWP with divisions to acqui	ire funding
for tobacco enforcement work. for new initiatives and	d, if
Finance discloses the names necessary, additional	funding to
and Social Security numbers of sustain current progra	ams whether
these minor employees to it's through State and	
DCWP's payroll vendor. subsidies, intra-city ag	greements or
the City's Office of Ma	_
and Budget. Additional	ally, Finance
centrally purchases al	• •
services used by the a	_
entails coordinating a	•
divisional requests in	
manner while adherin	-
State procurement re	•



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