

The Identifying Information Law requires City agencies to submit biennial reports related to their collection, disclosure, and retention of identifying information.

For any questions, contact [PrivacyOfficer@cityhall.nyc.gov](mailto:PrivacyOfficer@cityhall.nyc.gov). The information in this report will be public.

By July 31, 2022, submit this report to:

- Chief Privacy Officer: [PrivacyOfficer@cityhall.nyc.gov](mailto:PrivacyOfficer@cityhall.nyc.gov)
- Mayor: [MOReports@cityhall.nyc.gov](mailto:MOReports@cityhall.nyc.gov)
- City Council Speaker: [reports@council.nyc.gov](mailto:reports@council.nyc.gov)
- Citywide Privacy Protection Committee: [NYCPrivacyCommittee@cityhall.nyc.gov](mailto:NYCPrivacyCommittee@cityhall.nyc.gov)
- Department of Records and Information Services (DORIS) online submissions portal: <https://a860-gpp.nyc.gov>

<b>Community Board:</b>	Queens 14	<b>Date of Report:</b>	July 28, 2022
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<b>1. Specify the types of identifying information your community board collects or discloses (check all that apply):</b>	
<input checked="" type="checkbox"/> Name <input type="checkbox"/> Social security number (full or last 4 digits) <input type="checkbox"/> Taxpayer ID number (full or last 4 digits)	<b>Work-Related Information</b> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<b>Biometric Information</b> <input type="checkbox"/> Fingerprints <input checked="" type="checkbox"/> Photographs <input type="checkbox"/> Palm and handprints <input type="checkbox"/> Retina and iris patterns <input type="checkbox"/> Facial geometry <input type="checkbox"/> Gait or movement patterns <input type="checkbox"/> Voiceprints <input type="checkbox"/> DNA sequences	<b>Government Program Information</b> <input checked="" type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input type="checkbox"/> Any scheduled court appearances <input type="checkbox"/> Eligibility for or receipt of public assistance or City services <input type="checkbox"/> Income tax information <input checked="" type="checkbox"/> Motor vehicle information
<b>Contact Information</b> <input checked="" type="checkbox"/> Current and/or previous home addresses <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	
<b>Demographic Information</b> <input type="checkbox"/> Country of origin <input checked="" type="checkbox"/> Date of birth <input checked="" type="checkbox"/> Gender identity <input checked="" type="checkbox"/> Languages spoken <input type="checkbox"/> Marital or partnership status <input type="checkbox"/> Nationality <input checked="" type="checkbox"/> Race <input type="checkbox"/> Religion <input checked="" type="checkbox"/> Sexual orientation	<b>Law Enforcement Information</b> <input type="checkbox"/> Arrest record or criminal conviction <input type="checkbox"/> Date and/or time of release from custody of ACS, DOC, or NYPD <input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<b>Status Information</b> <input type="checkbox"/> Citizenship or immigration status <input checked="" type="checkbox"/> Employment status <input type="checkbox"/> Status as victim of domestic violence or sexual assault <input type="checkbox"/> Status as crime victim or witness	<b>Technology-Related Information</b> <input type="checkbox"/> Device identifier including media access control MAC address or Internet mobile equipment identity (IMEI) <input type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual <input type="checkbox"/> Internet protocol (IP) address <input checked="" type="checkbox"/> Social media account information
<b>Other Types of Identifying Information</b> (list below):	

2. Using the table below, describe why the community board collects and discloses identifying information, mark how each is classified under the IIL, and explain why each furthers the mission of the community board.

Use, edit or delete the suggested responses as applicable. Add new rows as needed.

Description of why the board collects or discloses identifying information	Classification	Why the community board's collection or disclosure furthers the mission of the board
Constituent services and case management	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information in the regular course of case management furthers the board's mission to resolve constituent complaints.
Human resource functions related to board membership and employment	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information for human resource functions supports the community board's duty to appoint board members, a district manager, and other staff as needed.
Holding community board meetings, including tracking attendance and publishing meeting minutes	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information furthers the board's mission to conduct meetings to assess the community's needs and receive feedback on government projects.
Maintaining mailing lists	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information to maintain mailing lists supports the board's mission to conduct public outreach.
Fulfilling FOIL requests	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	The community board discloses identifying information when fulfilling Freedom of Information Law requests, as required by the New York State Public Officers Law.

3. Specify the types of entities that request or propose disclosures of identifying information from your community board (check all that apply):

- City agencies
- Board members
- Members of the public
- Nonprofit organizations
- Other (please describe):

4. Does the community board have policies<sup>1</sup> regarding requests or proposals for disclosure of identifying information?

Yes  No  
**If yes, describe:**  
 The Community bd does not have its own written policy regarding requests or proposals for disclosure of identifying information but has

<sup>1</sup> E.g., the Model Protocols for Third-Party Requests.

		adopted and follows the guidance of the Citywide privacy protection policies/protocols, the Model citywide protocol for handling third party requests for information held by City agencies, and any further guidance issued by Chief privacy officer and the office of Information policy
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<b>5. Does the community board utilize legal agreements for the disclosure of Identifying Information?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <u>If yes, describe how and when the board uses them:</u>
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<b>6. Does the community board have policies addressing when to classify disclosures as routine or as needed in exigent circumstances (such as emergencies)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe:</u>
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<b>(a) Does the community board have policies addressing access to identifying information by employees, contractors, and subcontractors?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe:</u>
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<b>(b) If you answered Yes to 6(a), do the policies specify that access to identifying information is only given when necessary to perform their duties?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
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<b>(c) If you answered Yes to 6(a), are the policies implemented in a way that minimizes access to identifying information as far as possible while still furthering the purpose or mission of the community board?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
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<b>(d) Has the community board considered or implemented any alternative policies to minimize the disclosure of identifying information?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe:</u>
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<b>7. Which kinds of employees have been authorized by the community board's agency privacy officer to disclose identifying information (after it has been approved by the APO)?</b>	
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The CB Chairperson (as agency head) and all Community Bd staff are authorized to make the types of routine disclosures identified in response to question #2, except for legal compliance, where only CB Chair or District mgr are authorized to disclose information unless otherwise delegated or required by law. For disclosures of Identifying information not previously designated as routine, the matter is referred to the Agency privacy officer and the General counsel of the Borough President for determination if the disclosure is appropriate and be made by referring employee or member

<p>8. Assess the impact of the Identifying Information Law and the Chief Privacy Officer's Privacy Policies and Protocols on the community board's identifying information processes.</p>	<p><input checked="" type="checkbox"/> No negative impact  <input type="checkbox"/> Negative impact</p> <p><b><u>If there is any negative impact, describe:</u></b></p>
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<b>Electronic Signature:</b>	<b>Jonathan Gaska</b>	<b>Date:</b>	<b>7/28/2022</b>