

## FORM 3 (AGENCY REPORT) (Due on or before July 31, 2022)

<b>Agency:</b>	New York City Department of City Planning (“DCP”)		
<b>Agency Privacy Officer:</b>	William Vidal, Senior Counsel		
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<b>Date of Report:</b>	July 29, 2022		

<b>1. Specify the type of identifying information collected or disclosed (check all that apply):</b>	
<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Social security number (full or last 4 digits)* <input checked="" type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<b><u>Work-Related Information</u></b> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<b><u>Biometric Information</u></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><u>Government Program Information</u></b> <input 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 checked="" type="checkbox"/> Income tax information <input checked="" type="checkbox"/> Motor vehicle information
<b><u>Contact Information</u></b> <input checked="" type="checkbox"/> Current and/or previous home addresses <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<b><u>Law Enforcement Information</u></b> <input checked="" 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><u>Demographic Information</u></b> <input checked="" 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 checked="" type="checkbox"/> Marital or partnership status <input checked="" type="checkbox"/> Nationality <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Religion <input checked="" type="checkbox"/> Sexual orientation	<b><u>Technology-Related Information</u></b> <input checked="" type="checkbox"/> Device identifier including media access control MAC address or Internet mobile equipment identity (IMEI)* <input checked="" type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual* <input checked="" type="checkbox"/> Internet protocol (IP) address* <input checked="" type="checkbox"/> Social media account information
<b><u>Status Information</u></b> <input checked="" type="checkbox"/> Citizenship or immigration status <input checked="" type="checkbox"/> Employment status <input checked="" type="checkbox"/> Status as victim of domestic violence or sexual assault <input type="checkbox"/> Status as crime victim or witness	
<b><u>Other Types of Identifying Information</u></b> (list below): US Census Bureau data; vital statistics; Citywide Mobility Survey data; NYC’s Taxi and Limousine Commission data; DOE student identification numbers; and flood insurance data from the Federal Emergency Management Agency	
<small>*Type of identifying information designated by the CPO (see CPO Policies &amp; Protocols § 3.1.1).</small>	

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

The collection and retention of the identifying information specified in this report is central to DCP's core operations and six strategic objectives, which are: (a) to catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness, and responsiveness in land use reviews; and (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

As a planning agency, the majority of the data analytics required and performed is based on geocoded data and does not involve information about specific individuals. However, as statutorily defined, "identifying information" includes data, which when combined with other information, could be used to identify an individual; as result, the agency's work involving geocoded datasets is included in this report.

Division specific reasons for the collection, retention, and disclosure of identifying information are the following:

DCP's Borough Offices (the "Borough Offices") collect and retain identifying information as needed to formulate borough-wide and local area plans and engage the public regarding planning initiatives.

DCP's Capital Division ("Capital") assists the New York City School Construction Authority ("SCA") assess school capacity needs throughout the City and student data is critical to assess local school capacity.

DCP's Climate and Sustainability Planning Division collects, retains, and discloses geo-located data of residential developments located in flood plains to assist in responding to climate change and planning for the City's resilience.

DCP's Communication Division Communications collects identifying information to maintain distribution lists for press releases and social media postings.

DCP's Environmental Assessment and Review Division ("EARD") collects, retains, and discloses identifying information for the purposes of processing the applications submitted to DCP pursuant to City Environmental Quality Review (CEQR) regulations. As part of this process, EARD collects CEQR Forms which it shares with the Mayor's Office of Environmental Coordination.

DCP's EEO Office collects and retains employee medical and personal information regarding request for reasonable accommodations based on disability, pregnancy/relations conditions, religion, and status as a victim of domestic violence/stalking. The EEO Office also collects and retains employee demographic information during EEO investigations into allegations of discrimination and sexual harassment within the agency.

DCP's Fiscal Division ("Fiscal") collects, retains, and discloses identifying information to manage the agency's contracts, accounting, and budgeting.

DCP's General Counsel's Office ("GCO") collects, retains, and discloses identifying information as needed to respond to requests for legal advice, litigation, and requests by other local, state, and federal agencies.

DCP's Human Capital Division ("HC") collects, retains, and discloses identifying information to hire staff and ensure a supportive and compliant work environment.

DCP's Information Technology Division ("IT") collects, retains, and discloses identifying information to support the agency's IT services, which include database and application development; PC and network services; Citywide Geo Application Services; Enterprise Data Management; Special Projects and Web Operations.

DCP's Land Use Review Division ("LUR") collects and retains identifying information to process the agency's land use applications submitted to the agency pursuant to the New York City Charter and Administrative Code.

DCP's Population Division collects and retains identifying information to understand how the City's population is changing overtime, which impacts almost all of the services that the City provides.

DCP's Technical Review Division ("TRD") collects, retains, and discloses identifying information as needed to perform technical reviews of land use applications submitted to the agency.

DCP's Transportation Division collects and retains identifying information to provide technical support on transportation planning issues and conduct transportation studies.

N.Y.C. Admin. Code §23-1205(a)(1)(f)

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

**Add additional rows as needed.**

Describe the Collection or Disclosure	Classification Type
<p>Fiscal collects, retains, and discloses identifying information as needed to manage the agency’s contracts, accounting, and budgeting.</p> <p>Identifying information is collected, retained, and disclosed for the purposes of staff reimbursements, staff registration for electronic payments through Department of Finance, vendor registration, grant claims, and bookstore purchases (under DCP operation).</p> <p>Identifying Information is also collected from employees to confirm that they are validly registered to drive NYC vehicles.</p> <p>Identifying information is further collected, retained, and disclosed from vendors, contractors, experts, or consultants so that such entities or persons may carry out their roles and responsibilities under contracts and agreements. Contract related information is disclosed to the Mayor’s Office of Contracting Services and the Mayor’s Office of Management and Budget.</p> <p>In order to comply with applicable local, state, and federal procurement rules, certain identifying information may be disclosed such as bidders’ and contractors’ names and contact information. Contracts contain terms protecting identifying information.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine</p> <p><input checked="" type="checkbox"/> Approve as routine by two or more agencies</p> <p><input type="checkbox"/> Approved by APO on a case-by-case basis</p>
<p>HC, along with the EEO, collect, retain, and disclose identifying information as needed to ensure a supportive and compliant work environment for all staff with the critical functions including but not limited to EEO tracking and reporting, employment verification, recruiting and on-boarding, payroll, timekeeping, civil service reporting, record keeping, and management of the agency’s professional development programs.</p> <p>Identifying information relating to employees is obtained from the City’s NYCAPS and Citytime system in which all employee, history, records, and status of employment is stored. HC, the EEO, and the City’s Department of Citywide Administrative Services (“DCAS”) share identifying information relating to employees through these two systems.</p> <p>HC and the City’s Department of Investigation (DOI) also share information relating to background checks.</p> <p>Furthermore, disciplinary hearings at the City’s Office of Administrative Trials and Hearings (OATH) and the City’s Office of Labor Relations (“OLR”) typically require that HC share identifying information as part of the discovery process.</p> <p>Lastly, HC shares identifying information with the City’s unions in connection with disciplinary hearings and to facilitate union contact with its membership.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine</p> <p><input checked="" type="checkbox"/> Approve as routine by two or more agencies</p> <p><input type="checkbox"/> Approved by APO on a case-by-case basis</p>
<p>IT collects, retains, and discloses identifying information as needed for it to provide IT services to the agency. Identifying information is collected from employees in relation to employees’ e-mail and internet access and in connection with assigned devices (phones, tablets, remote access etc.). In turn, this information is shared Identifying with the City’s Office of Technology and Innovation, which oversees the IT divisions in all the City agencies.</p> <p>Identifying information is also collected, retained, and disclosed in relation to various City geocoded databases, that contain property information regarding all the</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine</p> <p><input checked="" type="checkbox"/> Approve as routine by two or more agencies</p> <p><input type="checkbox"/> Approved by APO on a case-by-case basis</p>

<p>tax lots in the City and to which DCP contributes data. These databases include but are not limited to ZAP, PLUTO, ZOLA, GOAT, and the Community Engagement portal.</p>	
<p>Capital processes data that contains identifying information, collected by the New York City Department of Education, in order to assist the SCA assess school capacity needs throughout the City. The data processing involves geocoding enrollment data on an ongoing basis and assessing the methodologies used to determine capacity needs. The processed data and related analyzes are only disclosed to the SCA and DOE.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine  <input checked="" type="checkbox"/> Approve as routine by two or more agencies  <input type="checkbox"/> Approved by APO on a case-by-case basis</p>
<p>LUR collects, retains, and discloses identifying information as needed to process the agency’s land use applications submitted pursuant to the New York City Charter and Administrative Code.  In addition to the identifying information contained in applications, Doing Business Forms must also be completed by any land use applicant subject to the provisions of Local Law 34 of 2007, which LUR shares with the Mayor’s Office of Contracting Services.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine  <input checked="" type="checkbox"/> Approve as routine by two or more agencies  <input type="checkbox"/> Approved by APO on a case-by-case basis</p>
<p>EARD division collects, retains, and discloses identifying information as needed to process environmental review applications submitted pursuant to City Environmental Quality Review (CEQR) regulations. As part of this process, the division collects CEQR Forms which it shares with the Mayor’s Office of Environmental Coordination.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine  <input checked="" type="checkbox"/> Approve as routine by two or more agencies  <input type="checkbox"/> Approved by APO on a case-by-case basis</p>
<p>TRD collects, retains, and discloses identifying information as needed in connection with its review of land use applications submitted to LUR.  Identifying information is disclosed to the extent necessary in letters issued to the New York City Department of Buildings (“DOB”) regarding agency approvals that are a precondition to the issuance of DOB permits.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine  <input checked="" type="checkbox"/> Approve as routine by two or more agencies  <input type="checkbox"/> Approved by APO on a case-by-case basis</p>
<p>The Borough Offices and UD collect identifying information as needed to formulate borough-wide and local area plans and engage the public regarding planning initiatives. The identifying information collected and retained is consists of contact and demographic information.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine  <input type="checkbox"/> Approve as routine by two or more agencies  <input type="checkbox"/> Approved by APO on a case-by-case basis</p>
<p>GCO collects, retains, and discloses identifying information as needed in relation to its role as the agency’s legal advisor.  Identifying information may be collected, retained, or disclosed in relation to litigation, FOIL requests, compliance with law enforcement activities, and to comply with regulatory requirements or in response to other official inquiries. For example, the United States Equal Employment Opportunity Commission, New York State Division of Human Right, and New York City Commission on Human Rights may request identifying information regarding employees to investigate allegations of discrimination.  The City’s Department of Investigation may also request identifying information relating to its investigations. In addition, DCP may also forward identifying information including owner’s name and address information when it is made aware of potential zoning violations that may require further investigation and enforcement action by the Department of Buildings.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine  <input checked="" type="checkbox"/> Approve as routine by two or more agencies  <input type="checkbox"/> Approved by APO on a case-by-case basis</p>

<p>The Population Division collects and retains birth and death data provided by the Department of Health (“DOH”) to analyze demographic changes in the City’s population. The Population Division may also be provided non-routine access to health data in order to analyze public health emergencies and other events. For example, the Population Division assisted in analyzing Covid-19 related data to better understand the impact of the built environment on transmissions rates. Access to data shared as part of non-routine projects is restricted and subject to confidentiality agreements.</p>	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input checked="" type="checkbox"/> Approved by APO on a case-by-case basis
<p>The Transportation Division collects and retains trip generation data collected by the Taxi Limousine Commission and from an annual travel survey of New York City residents, known as the Citywide Mobility Survey (“CMS”) and which is administered by the New York City Department of Transportation (“DOT”). Both the TLC and CMS data contains location-specific trip information, transportation behaviors and choices, and the socio-demographics of participants. Access to this information is necessary for the Transportation Division to provide technical support on transportation and planning issues and to conduct transportation studies.</p>	<input checked="" type="checkbox"/> Pre-approved as routine <input checked="" type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<p>Communications collects contact and social media account information from individuals involved in the media, elected officials, community boards, and advocacy groups to create distribution lists, which are used to raise public awareness of DCP initiatives.</p>	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<p>The Climate and Sustainability Planning Division collects, retains, and discloses identifying information as needed to assess the impact of climate change and assess potential resiliency initiatives to address projected climate change impacts. The identified information collected is from the flood insurance program managed by the Federal Emergency Management Agency (“FEMA”) and the Build-it-Back program administered by the City’s Department of Housing Preservation and Development (“HPD”). The identifying information consists of home addresses and claims filed. This data is disclosed with New York University’s Center for Urban Science and Progress (“CUSP”) in connection with collaborative research and development work to understand and analyze the impact of the floodplain on housing.</p>	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<p>N.Y.C. Admin. Code §23-1205(a)(1)(b)</p>	

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

**Add additional rows as needed.**

Describe Type of Collection or Disclosure
Not applicable
<p>N.Y.C. Admin. Code §23-1202(b)(2)(b); 23-1205(a)(1)(b)</p>

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

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

It is DCP’s policy to enter into a Memorandum of Understanding (“MOU”) prior to the disclosure of data with other City agencies, local public authorities, local public benefit corporations, or third parties. The MOU is consistent with the terms recommended by the City’s Chief Privacy Officer, which ensures any identifying information can only be accessed by designated personnel and remains confidential.

DCP also adheres to the following laws, regulations, and guidance:

- First Deputy Mayor Shorris and Corporation Counsel’s January 25, 2017, memo titled, “Advisory-Request to Agencies for Information,” which requires that Federal agencies seeking access to data or records outside the normal scope of a City agency’s interaction with them be directed to Corporation Counsel
- Protocols set forth in the City’s Identifying Information Law, which went into effect in June of 2018.
- Citywide Privacy Protection Policies and Protocols issued by the Chief Privacy Officer of the City of New York on February 24, 2021 (the “CPO Guidance”)
- Citywide Cybersecurity Program Policies & Standards issued by the New York City Cyber Command
- Citywide Technology Policies and Guidelines issued by the New York City Office of Technology and Innovation
- Mayoral Directive 2015-3 regarding the Uniform Records Management Practices and specifically the retention schedule of the Department of Records and Information Services (DORIS)
- Executive Order Numbers 34 and 41 of 2003 that restricts the collection and disclosure of certain identifying information designated as “confidential.”
- Privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family and Medical Leave Act

In addition, DCP includes Appendix A terms (“General Provisions Governing Contracts for Consultants, Professional, Technical, Human and Client Services) in its contracts and, where applicable, Office of General Services terms for confidentiality.

<b>6. Do the above policies address access to or use of identifying information by employees, contractors, and subcontractors?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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<b>7. If YES, do those policies specify that access to identifying information must be necessary to perform their duties?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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<b>8. Describe whether the policies are implemented in a manner that minimizes access to the greatest extent possible while furthering the purpose or mission of the agency.</b>	All disclosures of data containing identifying information are subject to a MOU. The MOU restricts access to the data to designated individuals, which must agree to adhere to the confidentiality provisions in the MOU.
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N.Y.C. Admin. Code §§23-1205(a)(1)(c)(1), and (4)



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

DCP employees must first obtain approval from the APO before processing requests for the disclosure of data to ensure the request is consistent with the laws, regulations, and guidance outlined in response to Question 5 above. Requested disclosures considered appropriate will then be subject to a MOU to ensure any identifying information remains confidential and to restrict access to designated personnel, which must agree to adhere to the confidentiality protocols specified in the MOU.

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

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

DCP complies with New York City Administrative Code Section 23-1202(b)(1) (Collection) and 1202(b)(1) (Disclosure). DCP achieves compliance by periodically surveying the use of data of each division within the agency. Data that contain identifying information or could lead to the potential identification of a person is then assessed as routine or non-routine pursuant to the Identifying Information Law. If identifying information is disclosed under “exigent circumstances,” information about the collection or request and disclosure is sent to the CPO as soon as practicable.

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

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

Disclosure of data containing identifying information is limited to the following divisions within DCP: HC, EEO, Fiscal, IT, LUR, TRD, EARD, the Climate and Sustainability Planning Division, and GCO. The disclosures entail materials such as responses to a FOIL request, investigations regarding discriminatory practices, subpoenas, administrative records relating to litigation, personnel matters, administering contracts, and processing land use or environmental applications. Geocoded data is also shared with other city agencies to support the administration of citywide services, such as EMS. Routine disclosures are limited to other City agencies and do not involve third parties, except for the disclosure of the location of residential developments in flood zones, which is shared with a partnering research center. Non-routine disclosures are reviewed on a case-by-case basis by the APO.

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

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

DCP now requires all data exchanges with a third-party, that not only involve disclosure but also collection of data, to be memorialized in a MOU that states the purpose of the exchange, the data being exchanged, what the data may be used for, who may access the data, confidentiality measures that must be implemented, and protocols to be followed in the event of an inadvertent disclosure. The MOU is based on the guidance in the Citywide Privacy Protection Policies and Protocols issued by New York City’s Chief Privacy Officer.

N.Y.C. Admin. Code §23-1205(a)(4)



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

When a third-party seeks the disclosure of data that may contain identifying information, DCP requires the third-party to enter in a MOU. Consistent with the CPO Guidance, the MOU requires that the data be securely stored, limit access to the data to designated employees, and restricts the use and disclosure of the data.

N.Y.C. Admin. Code §23-1205(a)(1)(d)

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

**Add additional rows as needed.**

Type of Entity	Description of Reason for Disclosure	Description of how disclosure furthers the agency's purpose or mission
Mayor's Office of Contracting Services	Doing Business Forms are required by Local Law 34 of 2007 for any land use applicant.	Required for agency review of land use applications, which is the core function of the LUR Division.
DOI	Required to provide information for background and criminal history checks of new hires.	Essential to HC's role in hiring process.
DCAS	DCP personnel records including employee history, records and status of employment are managed and stored in City's NYCAPS and Citytime system as overseen by DCAS.	Essential to HC's personnel management.
OATH	Required to share discovery materials related to disciplinary hearings.	Essential to HC's personnel management.
OLR	Required to share discovery materials related to disciplinary hearings.	Essential to HC's personnel management.
Unions	Required for unions to communicate with new hires.	Essential to HC's role in connection with labor relations.
DOB	Required in connection with land use reviews and oversight.	Essential to ensure that DCP's land use decisions and approvals are correctly implemented.
DOITT	Sharing of data to administer various databases.	Essential to DCP's responsibility to engage in physical and socioeconomic planning, including provision of technical and planning information to government agencies, public officials and community boards; and the City map.
NYU CUSP	Share data on the location of residential developments in flood zones in order to develop more effective emergency protocols and resiliency measures.	DCP is tasked with the long-term planning of the City, and a critical aspect of long-term planning is strengthening the City's resilience, which requires complicated modeling of sea level rise and flood events.

N.Y.C. Admin. Code §23-1205(a)(1)(e)

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

The Identifying Information Law has led DCP to perform regular, comprehensive audits of the data that the agency either collects, retains, or discloses, which has, in turn, led to a more centralized and consistent oversight within the agency of how data is collected and shared. The Identifying Information Law has also led DCP to create a standard template for both the memoranda of understanding entered into when data is being shared among City agencies. Furthermore, the creation of an agency privacy officer has streamlined collaboration among City agencies by providing one clear point of contact within each agency, i.e. the Agency Privacy Officer.

N.Y.C. Admin. Code §23-1205(a)(2)

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

Based on the CPO Guidance, DCP now enters into a data sharing agreement for not only data disclosures but also dataset collections from other City, State, or Federal agencies. DCP also relies on CPO issued guidance to determine whether a collection is routine and whether proposed collections that have not been pre-approved are permissible may be authorized. Lastly, DCP relied on the CPO's guidance in completing this report.

N.Y.C. Admin. Code §23-1205(a)(3)


**APPROVAL SIGNATURE FOR AGENCY REPORT**

**Preparer of Agency Report:**

<b>Name:</b>	William Vidal		
<b>Title:</b>	Senior Counsel and Agency Privacy Officer		
<b>Email:</b>	<a href="mailto:wvidal@planning.nyc.gov">wvidal@planning.nyc.gov</a>	<b>Phone:</b>	212-720-3378

**ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW**

**Agency Head (or designee):**

<b>Name:</b>	Susan E. Amron		
<b>Title:</b>	General Counsel		
<b>Email:</b>	<a href="mailto:samron@planning.nyc.gov">samron@planning.nyc.gov</a>	<b>Phone:</b>	212-720-3500
<b>Electronic Signature:</b>		<b>Date:</b>	July 29, 2022

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