AGENCY REPORT

(due on or before July 31, 2018, and by July 31 every two years thereafter)

Agency Privacy Officer: David J. Varoli	
Email: varolid@ddc.nyc.gov	Telephone: (718) 391-1728
Date of Report: July 31, 2018	
1. Specify the types of identifying information collected,	retained, and disclosed by the agency
Check all that apply.	
⊠Name	☑Date of Birth
⊠Current and/or previous home addresses	☐ Place of Birth
Gender identity	□Race
☐ Sexual orientation	☐ Marital or partnership status
⊠Contact information (e.g., phone or email)	☐Citizenship/immigration status
□Religion	□Nationality
⊠Employment status	☐ Country of origin
⊠Employer information	☐ Languages spoken
⊠Employment address	☐ Social media account information
☐ Motor vehicle information	☐ Income tax information
☐Biometric information	☐ Any scheduled court appearances
☐ Eligibility for/receipt of public assistance or city services	☐ Arrest record or criminal conviction
☐Status as victim of domestic violence or sexual assault	☐ Status as crime victim or witness
☐ Date and/or time of release from custody of ACS, DOC,	⊠ Any scheduled appointments with any employee,
or NYPD	contractor, or subcontractor
☐ Information obtained from any surveillance system	Social Security Number □
operated by, for the benefit of, or at the direction of the	
NYPD	
□Other:	
	N.Y.C. Admin. Code §23-1205

2. Specify the reasons why collection and retention of iden	tifying information specified above furthers the purpos
or mission of your agency.	
Collection and retention of names, addresses, contact in	formation, employment status, employment informatio
employment address, date of birth, and Social Security Number	
necessary for hiring and staffing our agency.	
Collection and retention of scheduled appointments with any e	employee, contractor, or subcontractor furthers the purpos
or mission of our agency because much of our scheduling is do	

Identifying Information Law

3. Describe the types of collections and disclosure routine by APOs of two or more agencies, or (3 Add additional rows as needed.		
Describe the Collection or Disclosure		ification Type
Administration (HR, EEO, Labor): personnel, employe employee information	ee benefits, payroll, and related	e-approved as routine
Legal (litigation, enforcement): personnel, payroll, schemployee information	neduled appointments, and related	e-approved as routine
Engineering Audit Office	⊠Pro	e-approved as routine
ACCO		e-approved as routine
	N.Y.C. Adı	min. Code §23-1205(1)(b)
4. If applicable, specify the types of collections an Add additional rows as needed. Describe Type of Collection or Disclosure	d disclosures approved by the Chief Privacy	Officer.
Not applicable	N.Y.C. Adı	nin. Code §23-1205(1)(b)
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5. Describe the agency's current policies regarding authorities or local public benefit corporations		gencies, local public
Only authorized employees may disclose identifying benefit corporations as per routine agency business.	information to other agencies, local public authorized	orities or local public
Requests for disclosure from non-routine third parties reto the privacy protections of FOIL.	nust be made through the Freedom of Informatio	n Law and are subject
DDC contractors and subcontractors do not have access	ss to identifying information.	
6. Do the above policies address access to or t contractors, and subcontractors?	se of identifying information by employee	yes □ No
7. If YES, do such policies specify that access to performance of their duties?	such information must be necessary for th	e ⊠ Yes □ No
8. Describe whether the policies are implemented in a manner that minimizes such access to the greatest extent possible while furthering the purpose or mission of the agency.	Yes.	
	N.Y.C. Admin. Code §	\$23-1205(1)(c)(1), and (4)
9. Describe the agency's current policies for h to other City agencies, local public authori		
Not applicable. Besides FOIL requests, DDC information.	C does not handle proposals for disclosu	res of identifying
	N.Y.C. Admi	n. Code §23-1205(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.
Routine disclosures are those (1) made during the normal course of city agency business and (2 "furthers the purpose or mission of the agency."
N.Y.C. Admin. Code §23-1205(1)(c)
11. Describe the agency's current policies regarding which divisions and categories of employees with an agency make disclosures of identifying information following the approval of the privacy officer.
Not applicable. DDC does not make disclosures of identifying information unless required under publ disclosure laws. DDC's Law Division reviews such request on a case-by-case basis.
N.Y.C. Admin. Code §23-1205(1)(c)
12. Describe whether the agency has considered or implemented, where applicable, any alternative policit that minimize the collection, retention, and disclosure of identifying information to the greatest extended possible while furthering the purpose or mission of such agency. Not applicable.
N.Y.C. Admin. Code §23-1205
13. Describe the agency's use of agreements for any use or disclosure of identifying information.
Not applicable.
N.Y.C. Admin. Code §23-1205(1)

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Add additional rows as needed.

Type of Entity	Description of Reason for Disclosure	Description of how disclosure furthers the purpose or mission of the agency
Labor unions	Contractual requirement	Supports agency hiring and staffing needs.
OMB / DCAS	Necessary for staffing and hiring	Staff needed to further the purpose or mission of the agency.
DOI	Required for investigations	Maintains the integrity of the agency.
		N.Y.C. Admin. Code §23-1205(1)(e)

- Proceed to Next Question on Following Page-

	the impact of the Identifying Information Law and other applicable laws upon your agency's in relation to collection, retention, and disclosure of identifying information.
	agency to conduct inventory of the agency's collections and disclosures of identifying information, on of certain disclosures and collections as "routine," and the preparation and submission of an
	N.Y.C. Admin. Code §23-1205(2)
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Identifyir	the impact of any privacy policies and protocols issued by the Chief Privacy Officer or the ng Information Committee, as applicable, upon your agency's practices in relation to the , retention, and disclosure of identifying information.
	N.Y.C. Admin. Code §23-1205(3)
	APPROVAL SIGNATURE FOR AGENCY REPORT
Preparer of A	Agency Report:
Name:	Christine Lai
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Λ	SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW
	Lisa Litera for David Vardy Conseal Coloral
Name:	Lisa Litera to David Warni (Quecal Coloral

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Phone:

Date:

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July 31, 2018

Deputy General Counsel

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Title:

Email:

Signature: