

AGENCY REPORT

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

Agency:	Department of Design and Construction		
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	
<i>Check all that apply.</i>	
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Date of Birth
<input checked="" type="checkbox"/> Current and/or previous home addresses	<input type="checkbox"/> Place of Birth
<input type="checkbox"/> Gender identity	<input type="checkbox"/> Race
<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Marital or partnership status
<input checked="" type="checkbox"/> Contact information (e.g., phone or email)	<input type="checkbox"/> Citizenship/immigration status
<input type="checkbox"/> Religion	<input type="checkbox"/> Nationality
<input checked="" type="checkbox"/> Employment status	<input type="checkbox"/> Country of origin
<input checked="" type="checkbox"/> Employer information	<input type="checkbox"/> Languages spoken
<input checked="" type="checkbox"/> Employment address	<input type="checkbox"/> Social media account information
<input type="checkbox"/> Motor vehicle information	<input type="checkbox"/> Income tax information
<input type="checkbox"/> Biometric information	<input type="checkbox"/> Any scheduled court appearances
<input type="checkbox"/> Eligibility for/receipt of public assistance or city services	<input type="checkbox"/> Arrest record or criminal conviction
<input type="checkbox"/> Status as victim of domestic violence or sexual assault	<input type="checkbox"/> Status as crime victim or witness
<input type="checkbox"/> Date and/or time of release from custody of ACS, DOC, or NYPD	<input checked="" type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor
<input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD	<input checked="" type="checkbox"/> Social Security Number
<input type="checkbox"/> Other:	
N.Y.C. Admin. Code §23-1205(1)(a)	

2. Specify the reasons why collection and retention of identifying information specified above furthers the purposes or mission of your agency.
<p>Collection and retention of names, addresses, contact information, employment status, employment information, employment address, date of birth, and Social Security Number furthers the purposes or mission of our agency because it is necessary for hiring and staffing our agency.</p> <p>Collection and retention of scheduled appointments with any employee, contractor, or subcontractor furthers the purposes or mission of our agency because much of our scheduling is done through Outlook, which retains this information.</p>
N.Y.C. Admin. Code §23-1205(1)(f)

3. Describe the types of collections and disclosures classified as: (1) pre-approved as "routine," (2) pre-approved as routine by APOs of two or more agencies, or (3) approved by the APO on a case-by-case basis.

Add additional rows as needed.

Describe the Collection or Disclosure	Classification Type
Administration (HR, EEO, Labor): personnel, employee benefits, payroll, and related employee information	<input checked="" type="checkbox"/> Pre-approved as routine
Legal (litigation, enforcement): personnel, payroll, scheduled appointments, and related employee information	<input checked="" type="checkbox"/> Pre-approved as routine
Engineering Audit Office	<input checked="" type="checkbox"/> Pre-approved as routine
ACCO	<input checked="" type="checkbox"/> Pre-approved as routine
N.Y.C. Admin. Code §23-1205(1)(b)	

4. If applicable, specify the types of collections and disclosures approved by the Chief Privacy Officer.

Add additional rows as needed.

Describe Type of Collection or Disclosure
Not applicable
N.Y.C. Admin. Code §23-1205(1)(b)

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.

Only authorized employees may disclose identifying information to other agencies, local public authorities or local public benefit corporations as per routine agency business.

Requests for disclosure from non-routine third parties must be made through the Freedom of Information Law and are subject to the privacy protections of FOIL.

DDC contractors and subcontractors do not have access to identifying information.

6. Do the above policies address access to or use of identifying information by employees, contractors, and subcontractors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. If YES, do such policies specify that access to such information must be necessary for the performance of their duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 handling proposals for disclosures of identifying information to other City agencies, local public authorities or local public benefit corporations, and third parties.

Not applicable. Besides FOIL requests, DDC does not handle proposals for disclosures of identifying information.

N.Y.C. Admin. 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)(3)

11. Describe the agency's current policies regarding which divisions and categories of employees within 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 public disclosure laws. DDC's Law Division reviews such request on a case-by-case basis.

N.Y.C. Admin. Code §23-1205(1)(c)(4)

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

Not applicable.

N.Y.C. Admin. Code §23-1205(4)

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)(d)

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

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-

15. Describe the impact of the Identifying Information Law and other applicable laws upon your agency's practices in relation to collection, retention, and disclosure of identifying information.

It requires the agency to conduct inventory of the agency's collections and disclosures of identifying information, the designation of certain disclosures and collections as "routine," and the preparation and submission of an agency report.

N.Y.C. Admin. Code §23-1205(2)

16. Describe the impact of any privacy policies and protocols issued by the Chief Privacy Officer or the Identifying Information Committee, as applicable, upon your agency's practices in relation to the collection, retention, and disclosure of identifying information.

Not applicable.

N.Y.C. Admin. Code §23-1205(3)


APPROVAL SIGNATURE FOR AGENCY REPORT

Preparer of Agency Report:

Name:	Christine Lai		
Title:	Assistant General Counsel		
Email:	laich@ddc.nyc.gov	Phone:	(718) 391-1384

SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Agency Head (or designee):

Name:	Lisa Litera <i>for David Varoli, General Counsel</i>		
Title:	Deputy General Counsel		
Email:	lital@ddc.nyc.gov	Phone:	(718) 391-1733
Signature:		Date:	July 31, 2018

- End of Document