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AGENCY REPORT

(due on or before July 31, 2020)

Agency:	Office of the Brooklyn Borough President – Eric Adams		
Agency Privacy Officer:	Ama Dwimoh, Esq. – Special Counsel to the Brooklyn Borough President		
Email:	ADwimoh@brooklynbp.nyc.gov	Telephone:	718.802.3894
Date of Report:	7/30/2020		

1. Specify the type of identifying information collected or disclosed (check all that apply):	
<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Social security number (full or last 4 digits)*	<u>Work-Related Information</u> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<u>Biometric Information</u> <input checked="" type="checkbox"/> Fingerprints <input checked="" type="checkbox"/> Photographs	<u>Government Program Information</u> <input checked="" type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input checked="" type="checkbox"/> Any scheduled court appearances <input checked="" 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
<u>Contact Information</u> <input checked="" type="checkbox"/> Current and/or previous home addresses <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<u>Law Enforcement Information</u> <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
<u>Demographic Information</u> <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 type="checkbox"/> Sexual orientation	<u>Technology-Related Information</u> <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
<u>Status Information</u> <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 checked="" type="checkbox"/> Status as crime victim or witness	
<u>Other Types of Identifying Information</u> (list below): <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
<small>*Type of identifying information designated by the CPO (see CPO Policies & Protocols § 3.1.1).</small>	

2. Specify the reasons why collection and retention of identifying information specified above furthers the purpose or mission of your agency.
<p>The mission of the Brooklyn Borough President’s Office is to create and maintain a strong, healthy ‘One Brooklyn’, where families and businesses have a safe place to grow and flourish.</p> <p>The Brooklyn Borough President’s Office is tasked with creating and establishing policy initiatives, community programming, free resources and public services that raise awareness and opportunities to improve the quality of life for the residents of Brooklyn. The creation and appointment of local representative bodies enable Brooklynites to become stakeholders in improving City services and quality of life for their neighborhood.</p>

We collect information from the general public, non-profit organizations, and city, state, and federal agencies in order to work in partnership and invest in programming for the 2.6 million residents of Brooklyn; perform general administrative matters for the function of the Borough President's Office, and to carry out the mission of the Brooklyn Borough President.

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. Appendix B of the 2020 Agency Guidance includes detailed examples of routine and non-routine collections and disclosures, with descriptions.

Add additional rows as needed.

Describe the Collection or Disclosure	Classification Type
Administration – Budget and Procurements, Community Boards The category of information covered by this designation includes Budget and Procurements, which works closely with OMB on matters relating to Brooklyn Borough Hall's budget and Community Boards. Budget and Procurements collect such identifying information for purposes of servicing the Brooklyn Borough President and Borough Hall employees. This is the core function that Budget and Procurement performs on behalf of the Office of the Brooklyn Borough President and Borough Hall employees.	<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
Administration – Capital Budget The category of information covered by this designation includes reviewing proposals for projects that would improve the quality of life for Brooklynites. The Capital Budget Unit of the Brooklyn Borough President's Office collects such identifying information for purposes of assisting Brooklynites. This is the core function that Capital Budget performs on behalf of the Office of the Brooklyn Borough President and Brooklynites.	<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
Administration – Equal Employment Opportunity (EEO) Designees The category of information covered by this designation includes alleged EEO complaints from Brooklyn Borough Hall employees and interns; distributing EEO policy, and coordinating EEO training. The EEO designees collect such identifying information for purposes of ensuring a healthy work environment for all Borough Hall employees and interns. This is the core function that EEO designees perform on behalf of the Office of the Brooklyn Borough President and Brooklynites.	<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
Administration – Executive Unit The category of information covered by this designation include The Borough President's official schedule, requests to meet with the Borough President, official correspondence to and from the Borough President, travel plans and other related information. This Unit also acts as a liaison for the Borough President with his staff, the public and other elected officials. The Executive Unit of the Office of the Brooklyn Borough President collects such identifying information for purposes of assisting employees and constituents with all related issues. This is a core function that the Executive Unit performs on behalf of the Office of the Brooklyn Borough President and its employees.	<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
Administration – Facilities / Operation Management The category of information covered by this designation includes the day to day operations, maintenance and management of Brooklyn Borough Hall. This designation also includes storing and maintaining supplies for the agency, maintenance of the agency fleet and receiving and distributing mail. The Facilities/Operations Unit of the Brooklyn Borough President's Office collects such identifying information for purposes of assisting employees. This is the core function that the Facilities/Operations Unit performs on behalf of the Office of the Brooklyn Borough President and its employees.	<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>Administration – Human Resources The category of information covered by this designation includes personnel, employee benefits, payroll, and other related information. The Human Resources Department of the Office of the Brooklyn Borough President collects such identifying information for purposes of processing new hires, payroll and employment benefits for personnel within the Brooklyn Borough President’s Office. This is a core function that Human Resources perform on behalf of the Office of the Brooklyn Borough President and its employees.</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>Administration – Labor Relations The category of information covered by this designation includes grievances, wages, salaries, union practices, policies, and meeting with delegates. The designation also covers receiving and handling all grievance matters immediately relating to Borough Hall staff, as well as Community Boards. The Labor Relations designee also serve as a liaison between Brooklyn Borough Hall and Employee Labor Unions. The Labor Relations designee collects such identifying information for purposes of ensuring a healthy work environment for all Borough Hall employees. This is the core function that the Labor Relations designee performs on behalf of the Office of the Brooklyn Borough President and its employees and Labor Unions.</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>Administration – Payroll and Benefits The category of information covered by this designation includes informing current and new employees about their benefits. Payroll and Benefits collect such identifying information for purposes of processing payroll and maintaining personnel information for the Brooklyn Borough President and employees. This is the core function that Payroll and Benefits perform on behalf of the Office of the Brooklyn Borough President and its employees.</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>Administration – Space Usage The category of information covered by this designation includes reviewing applications and requests for space use at Brooklyn Borough Hall and collecting fees for the space rental. The Space Usage application collects such identifying information for purposes of assisting employees, civic and cultural organizations and other governmental agencies with utilizing the public space at Brooklyn Borough Hall. This is the core function that Space Usage performs on behalf of the Office of the Brooklyn Borough President and its employees.</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>Administration – ULURP / Land Use The category of information covered by this designation includes the procedural process established as part of the New York City Charter to provide a clear pathway for public participation of discretionary land use actions that require a determination from the City Planning Commission. Land use refers to the actual use and buildout of a property or character of a larger geographical area. The ULURP/Land Use Unit of the Office of the Brooklyn Borough President collects such identifying information for purposes of assisting employees, members of the public and other City agencies with all related issues regarding land/property within the Borough of Brooklyn. This is the core function that ULURP/Land Use performs on behalf of the Office of the Brooklyn Borough President and its employees.</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>Direct Client Services – Free Legal Clinic The category of information covered by this designation includes reviewing legal matters as it relates to veteran issues, domestic violence, family court issues, landlord/tenant issues and housing, disabilities discrimination and foreclosure prevention, amongst other issues. The Free Legal Clinic works with outside organizations and collects such identifying information for purposes of assisting members of the public with legal matters. This is the core function that the Free Legal Clinic performs on behalf of the Office of the Brooklyn Borough President and Brooklynites.</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>Direct Client Services – Topography The category of information covered by this designation includes reviewing requests for maps, street numbers, verifying blocks, lots and address information for existing buildings. The Topography Unit collects such identifying information for purposes of assisting members of the public, businesses, the US Postal Service and other governmental agencies with verifying street, block and lot addresses within the Borough of Brooklyn. This is the core function that the Topography Unit performs on behalf of the Office of the Brooklyn Borough President and its employees.</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>External Affairs – Communications</p> <p>The category of information covered by this designation includes working with media outlets; creating and disseminating a monthly message from the Brooklyn Borough President; drafting and disseminating press releases for the Office of the Brooklyn Borough President, and editing, reviewing, and drafting materials on behalf of Brooklyn Borough Hall. The Communications Department collects such identifying information for purposes of drafting, editing and disseminating all written communications from Brooklyn Borough Hall. This is the core function that the Communications Department performs on behalf of the Office of the Brooklyn Borough President and Brooklynites.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine</p> <p><input 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>External Affairs – Community Affairs</p> <p>The category of information covered by this designation includes networking, attending meetings, working with community leaders, elected officials, senior service providers and community-based organizations. The Community Affairs Unit collects such identifying information for purposes in furtherance of the Brooklyn Borough President’s outreach efforts in Brooklyn and to bring the concerns of its residents to the attention of the Borough President to be addressed. This is the core function that the Community Affairs Unit performs on behalf of the Office of the Brooklyn Borough President and Brooklynites.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine</p> <p><input 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>External Affairs – Constituent Assistance Center</p> <p>The category of information covered by this designation includes helping residents file complaints and providing assistance with obtaining information on existing complaints filed with other city agencies. The Constituent Assistance Center collects such identifying information for purposes of assisting Brooklyn residents with resolving their issues. This is the core function that the Constituent Assistance Center performs on behalf of the Office of the Brooklyn Borough President and Brooklynites.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine</p> <p><input 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>External Affairs – Faith-Based Clergy Initiatives</p> <p>The category of information covered by this designation includes building relationships with the faith-based communities and the Brooklyn Borough President. The Faith-Based Unit collects such identifying information for purposes of identifying resources and capacity building opportunities and notifications for upcoming Faith-Based grants. This is the core function that the Office of the Faith-Based Unit performs on behalf of the Office of the Brooklyn Borough President, Brooklynites, and faith-based institutions.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine</p> <p><input 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>External Affairs – Intergovernmental Affairs</p> <p>The category of information covered by this designation includes working with governmental agencies to ensure that the operations of the services of the borough are aligned with the vision and priorities of the Borough President. The Intergovernmental Affairs Unit collects such identifying information for purposes of maintaining awareness of all governmental activities that may have potential impact on the borough, while leading efforts to create a better quality of life for all Brooklynites. This is the core function that the Intergovernmental Affairs Unit performs on behalf of the Office of the Brooklyn Borough President and Brooklynites.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine</p> <p><input 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>External Affairs – Public Outreach Coordinators</p> <p>The category of information covered by this designation includes creating programs and initiatives that will assist the diverse communities and populations in the Borough of Brooklyn. The Public Outreach Coordinators collect such identifying information for purposes of citizenship drives, family reunification programs, Vegan Meet-Ups, Breaking Bread-Building Bonds, Pride and heritage celebrations, amongst others. This is the core function that the Public Outreach Coordinators perform on behalf of the Office of the Brooklyn Borough President and Brooklynites.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine</p> <p><input 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>External Affairs – Programs Department</p> <p>The category of information covered by this designation includes creating awareness programming and initiatives for the residents of Brooklyn. The Programs Department collects such identifying information for purposes of assisting, as well as helping to improve the quality of life for all Brooklyn residents. This is the core function that the Programs Department performs on behalf of the Office of the Brooklyn Borough President and Brooklynites.</p>	<p><input checked="" type="checkbox"/> Pre-approved as routine</p> <p><input 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>External Affairs – Strategic Alliances and Marketing (SAM); One Brooklyn Fund, Inc. (OBFI)</p> <p>The category of information covered by this designation includes promoting collaboration and engagement with Brooklynites through events, programs and services. In this role, the SAM Unit also manages Brooklyn Borough Hall’s Internship Program. The SAM/OBFI Unit collects such identifying information for purposes of supporting initiatives that improve the lives of the borough’s residents. This is the core function that the SAM Unit performs through the City-affiliated non-profit OBFI on behalf of the Office of the Brooklyn Borough President and Brooklynites.</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>External Affairs – The Office of the Deputy Borough President</p> <p>The category of information covered by this designation includes collecting such identifying information for purposes of appointing board members for BIDs, CEC, NAB’s, PEP and CBs, as well as serving as the liaison between Brooklyn Borough Hall and the respective boards. This is the core function that the Office of the Deputy Borough President performs on behalf of the Office of the Brooklyn Borough President and Brooklynites.</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>General Counsel/Legal Services – The Office of the General Counsel</p> <p>The category of information covered by this designation includes serving as the legal advisor to the Brooklyn Borough President and Borough Hall staff on all legal issues. The Office of the General Counsel collects such identifying information for the purpose of acting as the Records Access Officer under FOIL, researching proposed legislation and local ordinance, reviewing and interpreting City Charter and other local laws and statutes, working with the New York City Law Department and managing contracting operations for the Office. This is the core function that the Office of the General Counsel performs on behalf of the Office of the Brooklyn Borough President and Brooklynites.</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>General Counsel/Legal Services – Office of the Special Counsel</p> <p>The category of information covered by this designation includes implementing and reviewing internal compliance rules, process and procedures, providing legal advice to the Brooklyn Borough President and serving as the APO. The Office of the Special Counsel collects such identifying information for purposes of researching proposed legislation and local ordinance, reviewing and interpreting City Charter and other local laws and statutes, working with the New York City Law Department and the New York City Conflict of Interest Board, in addition to creating Sister City Agreements, managing the Borough President’s International Affairs portfolio, and assisting in constituent requests. This is the core function that the Office of the Special Counsel performs on behalf of the Office of the Brooklyn Borough President and its employees.</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</p>
<p>Policy and Planning – Policy and Planning</p> <p>The category of information covered by this designation includes analysis of city, state and federal policy proposals, as well as creating policy ideas in the borough of Brooklyn and the City of New York. The Policy and Planning Unit collects such identifying information for purposes of promoting the Borough President’s agenda, and coordinates policy across City agencies as a way to advocate for the residents of the Borough of Brooklyn. This is the core function that the Policy and Planning Unit performs on behalf of the Office of the Brooklyn Borough President and Brooklynites.</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</p>
<p>Technical Services – IT Department</p> <p>The category of information covered by this designation includes database management and administration, employee help desk, cyber security, and other related information. The IT Department of the Office of the Brooklyn Borough President collects such identifying information for purposes of assisting employees and visitors with all IT-related issues within the Brooklyn Borough President’s Office. This is a core function that the IT Department performs on behalf of the Office of the Brooklyn Borough President and its employees.</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</p>
<p align="right">N.Y.C. Admin. Code §23-1205(a)(1)(b)</p>	

4. If applicable, specify the types of collections and disclosures that have been approved by the Chief Privacy Officer as being “in the best interests of the City” which involve any collections and disclosures of identifying information relating to your agency.

Add additional rows as needed.

Describe Type of Collection or Disclosure

Not applicable.

N.Y.C. Admin. Code §23-1202(b)(2)(b); 23-1205(a)(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.

The Office of the Brooklyn Borough President is committed to protecting the privacy of our constituents, residents and the general public. We believe that privacy is essential to the exercise of free speech, free thoughts and free association, and we created a Privacy Policy so that the general public can learn what the Office does with their information. This policy covers information that is collected online, as well as offline. By using the Office’s services, including its website, and by communicating with the Office, the general public agree to be bound by the terms of this Privacy Policy, which is located on our website at www.brooklyn-usa.org.

We are the sole owners of the information collected on our website. We only have access to and/or collect information that the general public voluntarily gives us via email or other direct contact. The Office does not collect data for commercial or marketing purposes, and the Office does not sell, exchange, or otherwise distribute the data collected by www.brooklyn-usa.org for commercial or marketing purposes.

Since the enactment of the Identifying Information Law, the Borough President’s Office has relied on the use of the *Data Privacy and Security Model Protocol for Handling Third Party Requests for Information Held by City Agencies* in accordance with the Identifying Information Law and any forthcoming decisions, policies or recommendations by the City’s Chief Privacy Officer. Requests from third parties regarding Borough Hall lists (e.g. data management – RSVPs to events & programs) are reviewed on a case-by-case basis by the APO.

6. Do the above policies address access to or use of identifying information by employees, contractors, and subcontractors?

☒ Yes ☐ No

7. If YES, do such policies specify that access to such information must be necessary for the performance of their duties?

☒ 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.

The Office of the Brooklyn Borough President takes precautions to protect all identifiable information received. The Office of the Brooklyn Borough President uses encryption to protect sensitive information transmitted both online and offline, and only employees who need the information to perform a specific job (e.g., addressing a constituent’s concerns) are granted access to personally identifiable information. The computers/servers in which the Office of the Brooklyn Borough President stores personally identifiable information are kept in a secure environment.

Only certain staff members have access to and disclose information, for instance: Staff that answers phones/clerical has access to very general information which is necessary for the performance of their administrative duties. HR/Administration; General Counsel/Legal; EEO; Labor Relations; Procurements/Budgets; Payroll/Benefits; Topography; IT; ULURP & OBFI, amongst others, have access to or use identifying information necessary to perform their duties, and all other requests will be forwarded to our APO.

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.

The Borough President's Office does not generally receive proposals for disclosures of identifying information. However, if such a request is received, then we would rely upon the *Data Privacy and Security Model Protocol for Handling Third Party Requests for Information*, in accordance with the Identifying Information Law and any forthcoming decisions, policies or recommendations by the City's CPO.

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.

If there is an exigent circumstance, our APO would be immediately notified and in turn the City's CPO. In accordance with the Identifying Information Law, staff are permitted to make such disclosures where there is urgent need for the information or when standard procedures cannot be followed.

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 within an agency make disclosures of identifying information following the approval of the privacy officer.

Currently, staff within the Human Resources, Legal, and Constituent Assistance Center departments are permitted to engage in what has already been identified as routine disclosures within their job function. Disclosures are permitted in accordance to the employee's job function and routine designation. Staff will be further instructed as to any future updates from the CPO.

Only employees who need the information to perform a specific job (e.g., addressing a constituent's concerns) are granted access to personally identifiable information.

All requests for data management lists are directed to the APO for review and consideration on a case-by-case basis.

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 that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the purpose or mission of such agency.

In response to the Identifying Information Law, the Brooklyn Borough President's Office has implemented a policy minimizing the disclosure of identifying information by identifying routine information and instructing the staff as to when third parties make a request, it is to be brought to the attention of the APO. The Brooklyn Borough President's Office also implemented an updated policy practice regarding the use and access to the Office's data management lists. If a list is required internally

or externally, the APO is now notified and will request the reason for disclosure and a description of how the disclosure furthers the purpose or mission of the Borough President's Office.

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.

The Brooklyn Borough President's Office has a privacy policy that encompasses information shared both online and offline by the general public. We use the information submitted by the general public to respond regarding the reason they contacted our Office, and do not share information with any third party outside of our organization, other than as necessary to fulfill the request made. Our privacy policy has a use agreement in which the general public agree that use of their information may include, but will not be limited to: Helping the Office respond to requests for information not readily available from the website; investigating a problem reported to the Office via the website; keeping a list of parties interested in some particular issue or facet of Brooklyn life about which the Office anticipates issuing further information in the future; and/or but not limited to disclosure of such information pursuant to a request made under Freedom of Information Law ("FOIL") or court order, if such information is not protected by federal or state law.

N.Y.C. Admin. Code §23-1205(a)(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
Elected officials and City Agencies	Elected officials and City interagency requests	In compliance with performing general administrative matters for the function of the Borough President's Office.
State	State agencies' requests (E.g. Workers' compensation)	In compliance with performing general administrative matters for the function of the Borough President's Office, including Human Resources and personnel matters.
Program Partners	Information related to the partnership	In order to work in partnership and invest in programming for the 2.6 million residents of Brooklyn.
Members of the public	Responding to general inquiries and referring to the appropriate agencies	In compliance with performing general administrative matters for the function of the Borough President's Office and in furtherance of the Borough President's mission.
Law firms and legal entities	Legal inquiries	In compliance with performing general administrative matters for the function of the Borough President's Office.
Media and press	Interviews and promoting events	To further the mission of the Brooklyn Borough President.
Nonprofits and Community Organizations	Responding to general inquiries and referring to the appropriate agencies.	In order to work in partnership and invest in programming for the 2.6 million residents of Brooklyn.

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 applicable laws upon your agency's practices in relation to collection, retention, and disclosure of identifying information.

In response to the Identifying Information Law, the Office of the Brooklyn Borough President conducted an extensive and thorough review of every unit in the Office and identified what privacy information is collected in the course of our employees' respective duties. The Office also conducted an extensive and thorough review of our existing privacy policy in relation to the newly-enacted Identifying Information Law. Furthermore, the enactment of the Identifying Information Law required our Office to identify and approve certain disclosures as routine, as well as to designate an Agency Privacy Officer (APO). Lastly, the Office continues to conduct further extensive and thorough reviews with new employees not present at the time of the enactment of the Identifying Information Law, for the purpose of identifying what privacy information is collected in the course of our employees' respective duties.

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 the collection, retention, and disclosure of identifying information.

In response to privacy policies and protocols issued by the Chief Privacy Officer, the Office of the Brooklyn Borough President conducted an extensive and thorough review to ensure that the Office's internal policies and protocols comply with, and employ, the recommended best practices. With the rise of the ongoing COVID-19 pandemic, the Office of the Brooklyn Borough President understands that the unusual circumstances may implicate the collection, use and disclosure of identifying information, and has utilized the recently-issued "*Guidance on Privacy Considerations Related to the City's Efforts to Combat COVID-19*" as a guidance in considerations of the appropriate options and limitations in handling individuals' identifying information related to COVID-19.

N.Y.C. Admin. Code §23-1205(a)(3)


APPROVAL SIGNATURE FOR AGENCY REPORT

Preparer of Agency Report:

Name:	Ama Dwimoh, Esq.		
Title:	Special Counsel to the Brooklyn Borough President		
Email:	Adwimoh@brooklynbp.nyc.gov	Phone:	718.802.3894

SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Agency Head (or designee):

Name:	Eric L. Adams		
Title:	Brooklyn Borough President		
Email:	EAdams@brooklynbp.nyc.gov	Phone:	718.802.3906
Signature:		Date:	7/30/2020

— *End of Document* —