

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

Agency:	Department of Consumer and Worker Protection		
Agency Privacy Officer:	Cynthia Stallard		
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Date of Report:	July 28, 2022		

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)* <input checked="" type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<p><u>Work-Related Information</u></p> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<p><u>Biometric Information</u></p> <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*	<p><u>Government Program Information</u></p> <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
<p><u>Contact Information</u></p> <input checked="" type="checkbox"/> Current and/or previous home addresses <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<p><u>Law Enforcement Information</u></p> <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 checked="" type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<p><u>Demographic Information</u></p> <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	<p><u>Technology-Related Information</u></p> <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
<p><u>Status Information</u></p> <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	
<p><u>Other Types of Identifying Information</u> (list below): Other identifying information collected during the work of various divisions to further DCWP's mission.</p>	
<p>*Type of identifying information designated by the CPO (see CPO Policies & Protocols § 3.1.1).</p>	

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

- The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 50,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber.

- The Enforcement Division collects, retains, and discloses identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to encourage a culture of compliance.

- The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer.

- The Consumer Services Division is the face of DCWP for many consumers. It may be their first and sometimes only point of contact with the agency. Most often, these consumers are seeking: (a) assistance with an individual complaint against a business; and (b) information about a particular business (whether they are licensed and whether complaints have been filed against them).

Consumer Services’ daily operations are directly in line with DCWP's mission to protect and enhance the daily economic lives of New Yorkers to create thriving communities. Consumer Services fields between 55,000–75,000 individual consumer requests each year. Consumer Services also mediates consumer complaints, educates consumers and businesses, processes inspection requests, and refers consumers to the correct agency for assistance when the matter at hand is not handled by DCWP.

- The Settlement and Case Support Division: (a) contains DCWP’s Settlement Officers who offer to resolve violations charged by DCWP prior to adjudication at OATH; and (b) ensures that decisions by the Office of Administrative Trials and Hearings adjudicating violations issued by DCWP are properly reflected in DCWP’s records.

- DCWP’s Office of Labor Policy & Standards (“OLPS”) is NYC’s central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city’s workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.

- Within DCWP, the Office of Financial Empowerment (“OFE”) focuses on initiatives that support New Yorkers and communities with low incomes in building wealth and improving their financial health. OFE is the first local government initiative in the country with the mission to educate, empower, and protect New Yorkers and neighborhoods with low incomes so they can build assets and make the most of their financial resources. OFE uses data and research, policy,

partnerships, and convenings to advance its mission. Using this model, OFE is able to develop, offer, and advocate for innovative programs and products for all New Yorkers.

- External Affairs (“EA”) is the intergovernmental division of the agency and custodian of DCWP’s relationship with City Hall, elected officials, government entities, community and faith-based organizations, and stakeholders with broad policy and public affairs jurisdiction. EA is responsible for these relationships in order to ensure that the agency speaks with a singular and consistent voice to office ials and entities that have touchpoints across DCWP’s wide jurisdiction.

- The Communications & Marketing Division translates and promotes DCWP’s work to protect and enhance the daily economic lives of New Yorkers to the public to further advance the Agency’s mission to create thriving communities. The Division produces DCWP’s public-facing media (brochures, reports, letterhead, videos, etc.); develops and executes integrated, multimedia public awareness campaigns; promotes and protects the Agency in the press; creates content and engages the public using the Agency’s digital presence (website, social media, and Live Chat for Businesses); maintains 311 content; and ensures plain language, language access, effective design, and accurate branding in Agency communications.

- The Division of Technology and Strategic Solutions (“DoTSS”) Team is responsible for the successful implementation of technology to support IT strategic goals aligned with the DCWP mission.

- The Finance Division works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if necessary, additional funding to sustain current programs whether it’s through State and Federal subsidies, intra-city agreements or the City’s Office of Management and Budget.

Additionally, Finance centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State procurement regulations. Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP’s revenue.

- The Revenue Unit (formerly “Collections Division”) manages the agency’s efforts to collect and process payment on fines/fees from businesses that violate the law. The Unit’s work is necessary to ensure that businesses and individuals maintain compliance with the laws and rules enforced by DCWP.

- The General Services Division collects, retains, and discloses identifying information maintaining the facilities, mailroom, and fleet of DCWP vehicles for the agency. Without this operational support, DCWP could not achieve its mission of protecting and enhancing the daily economic lives of New Yorkers.

- The Human Capital (“HC”) Division serves the agency’s most valuable assets, its employees. HC staff is committed to providing employee services such as recruitment, on-boarding, training and staff development, employee and labor relations, performance evaluations, personnel transactions, time and leave provisions, payroll, employee benefits, special leave requests, and agency-wide special events. HC staff also provides guidance on agency and citywide personnel rules and regulations, policies, and procedures.

HC is guided by City oversight agencies which are DCAS (Department of Citywide Administrative Services), OLR (Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agencies.

- DCWP’s Equal Employment Opportunity (“EEO”) Coordinator investigates and provides recommendations of DCWP-internal discrimination for EEO claims.

- DCWP is a U-Visa certifying agency. The signed U-Visa Certification serves as a statement by DCWP that the applicant: (a) was the victim of qualifying criminal activity; (b) the qualifying criminal activity is connected to a violation of DCWP’s laws or rules; (c) possesses information about qualifying criminal activity; and (d) has been, is being, or is likely to be helpful in the detection, investigation, or prosecution of qualifying criminal activity.

DCWP’s Designated U-Visa Representative assesses U-Visa Certification applications submitted to DCWP by undocumented immigrants.

- DCWP coordinates responses to audits brought by the NYC Comptroller and other auditing agencies and discloses identifying information when responding to the audits.
- Certain operational functions exist across all divisions, including use of e-mails, Outlook calendars, contact lists, Language Line, and Survey Monkey.

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>The Licensing Division collects and retains information from license applicants through the basic license application, and various addenda and documents submitted with the basic license application and other supplementary forms. This information is necessary for the Licensing Division to perform its core function of administering DCWP licenses.</p> <p>Pursuant to a contract between DCWP and DOHMH, the Licensing Division also administers DOHMH licenses. And, pursuant to that contract, the Licensing Division collects and retains information from license applicants through DOHMH’s basic license application, and various addenda and documents submitted with that basic license application and other supplementary forms.</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>Licensing collects applicant criminal history information as part of the basic license application. For certain license categories, pursuant to the Administrative Code or New York State law, the Licensing Division refers applicants to the New York State Division of Criminal Justice Services (“DCJS”) vendor to be fingerprinted. The DCJS then sends criminal history information to DCWP. Under certain circumstances, including where an applicant is not required to be fingerprinted, Licensing may send applicant information to the Office of Court Administration to determine criminal history.</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>DCWP contracts with third-party testing companies to administer exams for certain license categories.</p> <p>In the process of administering these exams, these contractors obtain license applicants’ names and application numbers and retain their test results.</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>DCWP discloses identifying information about a license applicant to sister City agencies to satisfy its legal obligations to ensure that each licensee has satisfied all licensing requirements. DCWP also discloses identifying information contained in the license application package to several agencies in multi-stakeholder license categories, like newsstands and sidewalk cafes.</p> <p>DCWP also discloses identifying information to the Department of Finance and the Environmental Control Board to ensure that license applicants do not have any outstanding tax liens or fines owed to the City.</p> <p>DCWP also discloses information about an applicant’s child support history to the Human Resources Administration.</p> <p>In all these situations, Licensing reciprocally collects identifying information.</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>In certain categories, as required by the Administrative Code, Licensing shares license applications with City Council and other elected officials.</p> <p>In all these situations, Licensing reciprocally collects identifying information.</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>DCWP discloses identifying information about license applicants in certain categories to New York State agencies to satisfy DCWP’s obligations under the law to ensure that each licensee has satisfied all licensing requirements. For example, for certain license categories Licensing</p>	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies

<p>discloses applicant information to the State Gaming Commission or the Department of Motor Vehicles.</p> <p>For certain categories, DCWP also discloses identifying information to the State Department of Taxation and Finance to obtain information concerning monies owed to the State.</p> <p>In all these situations, Licensing reciprocally collects identifying information.</p>	<p><input type="checkbox"/> Approved by APO on a case-by-case basis</p>
<p>DCWP discloses identifying information about license applicants in certain categories to federal government agencies to satisfy DCWP’s obligations under the law to ensure that each licensee has satisfied all licensing requirements.</p> <p>For example, for certain categories, we confirm whether an applicant is a veteran or veteran with service-related disabilities with the U.S. Department of Veterans Affairs. As another example, for employment agencies, we obtain an applicant’s criminal history from the Federal Bureau of Investigation.</p> <p>In all these situations, Licensing reciprocally collects identifying information.</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>In certain categories, as required by the Administrative Code, Licensing shares license applications with the relevant community board.</p> <p>In all these situations, Licensing reciprocally collects identifying information.</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>In the pedicab license category, where many applicants have driver’s licenses from foreign countries, Licensing will confirm the driver’s license with the relevant embassy or consulate.</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>In the pedicab license category, applicants submit proof of insurance that Licensing confirms with the insurance companies.</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>The Enforcement Division collects and retains information from businesses and individuals it inspects (during patrol inspections, requested inspections, and qualifying inspections), including, but not limited to, names and signatures of individual licensees and business employees (included on summonses, certificates of inspection, and related inspection documents), books and records of the business, and photographs of the business, license documents, signs and receipts, and financial and tax documents.</p> <p>The Enforcement Division also collects and retains GPS-based locations from handheld devices used by inspectors at the time of an inspection. This information locates the business or individual that is being inspected and the inspector who is conducting the inspection.</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>The Enforcement Division collects and retains information from businesses and individuals it inspects as part of the Visiting Inspector Program, including, but not limited to, names and signatures of individual licensees and business employees, language preferences for the licensees, and answers to a follow-up survey.</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>The Enforcement Division collects and retains license plates and VIN numbers for seized vehicles and, in certain license categories, for qualifying or compliance inspections.</p> <p>The Enforcement Division collects and retains additional information about a vehicle or a driver from the Department of Motor Vehicles.</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 Enforcement Division collects and retains information about a potential enforcement target provided by elected officials, sister City agencies and state agencies.</p> <p>The Enforcement Division also collects and retains LD-6 forms from PD, which may contain identifying information, for the purpose of conforming those violations for adjudication at the Office of Administrative Trials and Hearings.</p> <p>The Enforcement Division also collects and retains identifying information from and discloses confidential information to sister City agencies as part of joint enforcement efforts.</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 Enforcement Division collects and retains birth certificates, Social Security cards, ID's, and other related documents for minors and youth between the ages of 19 and 20 who participate in inspections.</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 Enforcement Division collects, but does not retain, confiscated licenses.</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 Enforcement Division collects and retains identifying information if there is a report of an incident, such as an accident or a threat directed at an inspector.</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 Enforcement Division, as part of the adjudication process, sends summonses issued against businesses and individuals to the Office of Administrative Trials and Hearings (“OATH”). At hearings before OATH, inspectors introduce exhibits and provide testimony that may contain identifying information.</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>DCWP discloses identifying information collected during inspections enforcing State law to relevant State agencies.</p> <p>For example, DCWP discloses identifying information collected during tobacco inspections to the State Department of Health through the EHIPS database and the State Department of Health.</p> <p>Another example is that DCWP discloses information collected during inspection of businesses for compliance with the New York Agriculture and Markets laws to the New York State Department of Agriculture and Markets.</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>DCWP discloses identifying information collected during inspections to other City agencies with regulatory authority such as the Department of Finance and the Department of Health and Mental Hygiene for tobacco inspections.</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>The General Counsel Division investigates violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of New York and other laws and rules within DCWP’s jurisdictional authority. As a result of these investigations, the General Counsel Division, among other things, reviews complaints, enters into settlements, and commences enforcement actions at OATH and in New York Supreme Court. This work is essential to DCWP’s mission of protecting and enhancing the daily economic lives of New Yorkers.</p> <p>As part of this work, the General Counsel Division collects, retains, and discloses identifying information from consumers, businesses, other individuals, and sister agencies during the investigation and adjudication process. In particular, the General Counsel Division discloses identifying information to OATH and the courts (which maintain filings that are publicly-available and conduct proceedings open to the public) when prosecuting violations, to businesses when disclosure is necessary for resolution of the investigation, and to process servers to serve subpoenas, court complaints, and other papers.</p> <p>The General Counsel discloses identifying information if it is undertaking a joint enforcement effort or if it is referring a matter to another agency and will receive reciprocal identifying 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>The General Counsel Division contains DCWP’s Freedom of Information Law (“FOIL”) officer. In responding to FOIL requests, DCWP discloses identifying information in compliance with the law.</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>The General Counsel Division contains DCWP’s Disciplinary Advocate Officer (“DAO”). The DAO investigates and, as appropriate, brings charges, against DCWP employees, both internally and at various disciplinary adjudicatory bodies.</p> <p>As part of this work, the General Counsel Division collects, retains, and discloses employee identifying information during the investigation and adjudication process.</p> <p>The DAO also sends DOI monthly reports and a yearly corruption report.</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>The General Counsel Division’s DAO is also responsible for monitoring DCWP’s compliance with the conflict-of-interest rules.</p> <p>As part of this work, the General Counsel Division collects and retains employee information related to conflicts, and discloses it to the Conflicts of Interest Board. The General Counsel Division also makes standard donation and fundraising disclosures to the Conflicts of Interest Board.</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>The General Counsel Division represents DCWP in labor and employment-related actions before administrative bodies.</p> <p>As part of this work, the General Counsel Division collects, retains, and discloses employee information during the investigation and adjudication process.</p> <p>The General Counsel Division also discloses employee identifying information when sister City agencies, such as OLR or the Law Department, represent DCWP in labor and employment-related actions.</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 General Counsel Division discloses identifying information in its agency records, upon request, to law enforcement agencies such as DOI and PD.</p> <p>The DAO also sends DOI monthly reports and a yearly corruption report.</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 General Counsel Division assists the Licensing Division by assessing whether new and renewal license applicants satisfy the requirements of NYC’s laws and rules and are fit to hold a license.</p> <p>As part of this work, the General Counsel Division collects, retains, and discloses identifying information necessary to undertake this licensing assessment.</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 General Counsel Division provides legal review of DCWP’s contracts. To the extent the contracts contain identifying information, the General Counsel Division collects and retains the information and discloses it to sister City agencies, such as the Law Department.</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 General Counsel Division undertakes legal review of proposed rules and public comments made during the rulemaking process. To the extent comments provided in response to proposed rules contain identifying information, the General Counsel Division collects and retains such information and discloses that information, as necessary, to the Law Department.</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 General Counsel Division contains DCWP’s Business Compliance Counsel who, among other things, answers questions posed by businesses and individuals about DCWP’s laws and rules.</p> <p>The General Counsel Division collects and retains identifying information provided by these businesses and individuals.</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 General Counsel Division responds to subpoena requests on behalf of the agency and, in so doing, discloses identifying information, in compliance with the law.</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 General Counsel Division provides the final agency determination for certain State law charges within its enforcement jurisdiction and cases brought in the Trials Division of NYC Office of Administrative Trials and Hearings. The General Counsel Division collects, retains, and discloses identifying information as part of issuing those determinations.</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 General Counsel Division participates at hearings convened by City Council and other government agencies. Testimony provided by DCWP witnesses and other witnesses sometimes contains identifying information.</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>In performing its work, the General Counsel Division routinely seeks counsel from the Law Department, which requires the disclosure of identifying information.</p> <p>Reciprocally, the Law Department seeks identifying information when it represents the City or DCWP in litigation.</p> <p>More generally, the General Counsel Division discloses identifying information to sister City agencies, City Hall, and City Council, when those other arms of City government seek counsel about the laws and rules enforced by DCWP.</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 General Counsel Division collects and retains contact information for its contractors, partners, as well as elected officials, consumers, and others.</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 General Counsel Division discloses biographical and license-related information about newsstand licensees to JC Decaux, the City's street furniture contractor.</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>DCWP's contractor, Kids Rise, will be collecting student and family data from the DOE to implement the CSA Program Expansion, thereby enabling kindergarten students from participating NYC public and charter schools to participate in the CSA Program for certain program years. The data collected will be used to create savings accounts and track the funding for participating students. Some of the data may be used for programmatic and evaluation/research purposes, if approved by DOE.</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>OLPS investigates violations of various laws and rules within OLPS’ jurisdictional authority. As a result of these investigations, OLPS, among other things, reviews complaints, conducts comprehensive regulatory investigations, enters into settlements, and commences enforcement actions at OATH. This work is essential to DCWP’s mission of protecting and enhancing the daily economic lives of New Yorkers.</p> <p>As part of this work, OLPS collects, retains, and discloses identifying information from workers, businesses, other individuals, and sister agencies during the investigation and adjudication process. In particular, OLPS discloses identifying information to OATH (which maintains filings that are publicly-available and conducts proceedings open to the public) when prosecuting violations, to employers when disclosure is necessary for resolution of the investigation, and to process servers to serve subpoenas and other papers.</p> <p>OLPS also discloses identifying information if it is undertaking a joint enforcement effort or if it is referring a matter to another agency (with a worker’s consent) and will receive reciprocal identifying information.</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>For the purpose of helping to organize Workers’ Rights Hearings, convenings, employer education events, and other outreach events, OLPS collects and retains contact information for partner organizations; businesses; with their consent, workers; and other members of the general public.</p> <p>OLPS will disclose this information to sister agencies as appropriate to organize events.</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>Pursuant to the Freelance Isn’t Free Act (“FIFA”) – Chapter 10 of Title 20 of the NYC Administrative Code – OLPS sends identifying information about freelancers who file a complaint to the hiring party in question in an attempt to resolve the dispute. OLPS also sends surveys to freelancers who filed complaints with OLPS. OLPS collects and retains freelancers’ responses to the surveys, which contain identifying information.</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>As part of its research work, OLPS and its contractors use surveys, interviews, and focus groups to improve its services. OLPS and its contractors may collect and retain identifying information as part of these surveys, interviews, and focus groups.</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>OLPS assists the Licensing Division by assessing whether new and renewal license applicants satisfy the workers’ rights requirements for certain license categories.</p> <p>As part of this work, OLPS collects and retains identifying information necessary to undertake this licensing assessment.</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>OLPS undertakes legal review of proposed rules and public comments made during the rulemaking process. To the extent comments provided in response to proposed rules contain identifying information, OLPS collects and retains such information and discloses that information, as necessary, to the Law Department.</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>OLPS participates at hearings convened by City Council and other government agencies. Testimony provided by DCWP witnesses and other witnesses sometimes contains identifying 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>OLPS collects and retains contact information for its contractors, partners, as well as elected officials, workers, and others.</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>OLPS launched a pilot program with the Center for Creative Conflict Resolution of the Office of Administrative Trials and Hearings (OATH) to conduct mediations for domestic care workers, a particularly vulnerable worker population. As part of this program, OLPS, with the workers' consent, shares workers' names, phone numbers, email addresses, and employer names with OATH prior to mediation. OLPS also shares, with the employers' consent, the employers' contact information. Where needed to secure interpretation services, OLPS may also share with OATH information about the languages spoken by the worker and/or employer.</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>OLPS investigates violations of various laws and rules within OLPS' jurisdictional authority, including in relation to COVID-19. As a result of these investigations, OLPS, among other things, reviews complaints, conducts comprehensive regulatory investigations, enters into settlements, and commences enforcement actions at OATH. This work is essential to DCWP's mission of protecting and enhancing the daily economic lives of New Yorkers.</p> <p>As part of this work, OLPS collects, retains, and discloses identifying information from workers, businesses, other individuals, and sister agencies during the investigation and adjudication process. In particular, OLPS discloses identifying information to OATH (which maintains filings that are publicly-available and conducts proceedings open to the public) when prosecuting violations, to employers when disclosure is necessary for resolution of the investigation, and to process servers to serve subpoenas and other papers.</p> <p>OLPS also discloses identifying information if it is undertaking a joint enforcement effort or if it is referring a matter to another agency (with a worker's consent) and will receive reciprocal identifying 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>The Mayor's Office for Economic Opportunity ("NYC Opportunity") and the Young Men's Initiative ("YMI"), under the direction of the Deputy Mayor for Special Initiatives, in partnership with the New School's Center for New York City Affairs ("CNYCA"), launched a project to enable the City to gain a comprehensive picture of COVID-19's economic impacts, including on City workers and businesses, to better inform economic assistance efforts and policy responses. NYC Opportunity, YMI, and CNYCA are collecting, compiling, and analyzing data from various City agencies, to be used to monitor COVID-related economic trends and project emerging problems.</p> <p>OLPS is contributing to this project by disclosing data sets containing information from complaints and investigations, including employers' names. The disclosures are made monthly or as needed by the project and until the project is complete.</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>Pursuant to § 20-1273 of the NYC Admin Code, fast food workers can request to resolve their complaints through binding arbitration by a DCWP administered panel of arbitrators. As part of this program, OLPS, with the workers’ consent, shares workers’ names, phone numbers, email addresses, and employer names with employers and arbitrators prior to arbitration. OLPS also shares, with the employers’ consent, the employers’ information. Where needed to secure interpretation services, OLPS may also share with arbitrators information about the languages spoken by the worker and/or employer.</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>Pursuant to NYC Code § 20-1522, DCWP must conduct a study on the working conditions for food delivery workers to establish by rule a method for determining the minimum payments that must be made to food delivery workers by a third-party food delivery service or third-party courier service. In furtherance of the study, the law explicitly allows DCWP to request information or issue subpoenas to third-party food delivery services or third-party courier services relating to food delivery workers, including but not limited to identifying information.</p> <p>Collection of this information both furthers DCWP mission or purpose of protecting workers and is required by law to the extent DCWP must study the information collected.</p>	<p><input 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>
<p>OFE contracts with various human services contractors to provide free, one-on-one financial counseling and coaching to New Yorkers at Financial Empowerment Centers (“FEC’s”) and through other financial counseling and coaching programs.</p> <p>These programs help New Yorkers, among other things, take control of their debt, improve credit, deal with debt collection, create a budget, and open a bank account.</p> <p>To provide these services, OFE’s human services contractors collect and retain individuals’ biographical and financial information and provide that information to OFE, which also collects and retains that information. OFE also collects contact and biographical information to schedule appointments at FEC’s, including biographical information from individuals seeking American Sign Language services. Collection and retention are made directly or through software programs, including: Adobe Sign, Google Meet, Cisco Webex, Microsoft Teams.</p> <p>OFE through its human services contractors also provides free, one-on-one financial counseling and coaching through the NYC Taxi and Limousine’s (“TLC”) Driver and Resource Center. TLC also discloses, and OFE’s human services contractors also collect and retain, biographical and financial information and provides that information to OFE, which also collects and retains that information. OFE also accesses the Driver Resource Center Scheduling System and may also collect and retain contact and biographical information from this system.</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>OFE’s financial counseling and coaching human services contractors disclose individuals’ financial and biographical information, including credit reports, to OFE as well as to relatives, caregivers, and other third parties who those individuals have authorized to receive that information.</p> <p>Third-party service providers, including providers of legal services, to whom such disclosures are made, may also collect and retain identifying information as appropriate to provide their services.</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>OFE collects and retains individuals' contact information obtained at community outreach events.</p> <p>OFE or its human services contractors may, with an individual's consent, disclose the contact information of an individual seeking financial counseling and coaching or tax preparation services to a sister City agency or community-based organizations that may help that individual.</p> <p>OFE receives reciprocal referrals from sister City agencies.</p> <p>OFE's human service contractors and OFE collect and retain individuals' contact information, with the individuals' consent, so OFE can provide those individuals with information about OFE's financial counseling and Free Tax Prep services.</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>OFE contracts with various human services contractors to provide free tax preparation assistance as part of the NYC Free Tax Prep Program. Tax preparation assistance is provided in person and virtually.</p> <p>As part of this work, OFE's human services contractors collect and retain identifying information from individuals seeking free tax preparation assistance and the individuals' financial information necessary to file their taxes. Collection and retention are made directly or through software programs used by contractors to provide their services. Such programs include: Appointment Plus for scheduling appointments; Taxslayer for preparing and filing income tax returns; Code for America for virtual tax preparation assistance; Google Meet, Microsoft Teams, DocuSign, and Dropbox for operational needs. Identifying information may be retained until November of the following year or through the period approved by the IRS for the retention of such information. Contractors may also collect and retain aggregated data from the IRS, such as the number of returns completed, the dollar amounts refunded and the amount of credits granted for individuals who received tax preparation assistance.</p> <p>Certain contractors use subcontractors to administer their appointment system (e.g., Appointment Plus). Such subcontractors retain and collect individuals' biographical and contact information.</p> <p>Outreach and marketing are a critical component of this program. To effectively target eligible New Yorkers, OFE collects and retains contact information provided by other City agencies for potentially eligible individuals, and OFE uses the contact information for outreach campaigns. OFE also discloses the contact information to City contractors who facilitate the outreach campaigns by direct mail marketing, phone calls, and text message services.</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>OFE and its contractors use surveys, interviews, and focus groups to improve OFE's services. OFE and its contractors may collect identifying information as part of these surveys, interviews, and focus groups, and OFE may retain this identifying information.</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>OFE collects and retains contact information for its contractors and partners.</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>The Consumer Services Division collects and retains identifying information from both consumers who submit complaints and inspection requests to the Division and the complained-about businesses. This information is recorded in the DCWP complaint form, the Business Response form, and the documentation provided by both consumers and businesses.</p> <p>During the mediation process, the Consumer Services Division will disclose identifying information to the business about the consumer and vice versa, as well as attorneys on both sides of the mediation.</p> <p>At the conclusion of mediation, the Consumer Services Division also collects, retains, and discloses identifying information in resolution letters and mediation agreements.</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 Consumer Services Division helps to enforce judgments obtained by consumers against licensees and collects and retains identifying information from the consumers contained in judgment affidavits.</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 Consumer Services Division will disclose identifying information, with the consent of an out-of-town consumer, to an in-town family member or friend.</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>In certain cases, with the consumer’s consent, the Consumer Services Division will disclose identifying information concerning the consumer’s complaint to another agency.</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 Consumer Services Division collects biographical and contact information necessary to arrange appointments at Financial Empowerment Centers.</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 External Affairs Division collects and retains identifying information about constituents facing licensing, consumer protection, or worker’s rights issues from elected officials, community boards, and the constituents themselves.</p> <p>The External Affairs Division will disclose this information to other agencies as appropriate to address the constituent’s issues.</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>For the purpose of organizing outreach events, the External Affairs Division collects and retains contact information of elected officials, volunteers, community based organizations, and event space managers. The External Affairs Division also collects and retains contact information for partner organizations, businesses, workers (with their consent), and other members of the general public.</p> <p>The External Affairs Division will disclose this information to other agencies as appropriate to organize events.</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

The External Affairs Division manages the rulemaking process, including the collection and publication of public comments and the convening of public hearings on proposed rules. Comments provided in response to proposed rules sometimes contain identifying information.	<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
The External Affairs Division collects requests for DCWP enforcement action by sister City agencies, elected officials, and community based organizations.	<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
The External Affairs Division manages DCWP’s participation at hearings convened by City Council and other government agencies, including testimony by members of other Divisions and by the Commissioner. Testimony provided by DCWP witnesses and other witnesses sometimes contains identifying information.	<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
The External Affairs Division may disclose aggregated COVID-19 employee information to City Hall, elected officials, and other external parties.	<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
The External Affairs Division discloses identifying information about licensees, including in reports, to City Hall, elected officials, and other external parties. Disclosure is made as appropriate, including pursuant to laws and rules requiring such disclosure.	<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 Communications and Marketing Division discloses identifying information, of consumers, workers, and other individuals assisted by DCWP , with those individuals’ consent, across DCWP ’s multi-media presence and to reporters.</p> <p>The Communications and Marketing Division also discloses enforcement and complaint information to reporters and across DCWP ’s multi-media presence.</p> <p>The Communications and Marketing Division coordinates its press and multi-media presence with City Hall and sister agencies, as appropriate. In so doing, the Communications and Marketing Division may disclose identifying information included in its press and multi-media efforts to sister City agencies, City Hall and the appropriate media and advertising vendors.</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 Communications and Marketing Division collects and maintains press contact lists and sign-in sheets for press contacts.</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>DCWP maintains several social media accounts. The Communications and Marketing Division collects and maintains the information provided on these accounts, including identifying information provided by social media users, by archiving the accounts.</p> <p>The Communications and Marketing Division also maintains a LiveChat service for businesses. The Communications and Marketing Division collects and maintains the information provided on this account, including identifying information provided by LiveChat users, by archiving the account.</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>The Communications and Marketing Division collects and retains a list of mass mailing targets, which it shares with its mass mailing vendor. That vendor destroys the list after each mailing. The Communications and Marketing Division discloses, where appropriate, mailing lists to sister agencies.</p> <p>The Communications and Marketing Division receives a list of e-mail targets from DCWP's DoTSS, which it shares with DoITT, which also maintains DCWP's e-newsletter distribution list.</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>The Communications and Marketing Division collects and retains a contact list of vendors and partners.</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>The Communications and Marketing Division uses surveys, interviews, and focus groups to obtain information that can help DCWP further its mission to protect and enhance the daily economic lives of New Yorkers. The Communications and Marketing Division and its contractors may collect and retain identifying information as part of these surveys, interviews, and focus groups.</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>The Communications and Marketing Division may disclose aggregated COVID-19 employee information to reporters. As appropriate, the Communications and Marketing Division may also disclose this information to City Hall, with whom the division coordinates its press and multi-media presence.</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>DoTSS facilitates the technological collection, retention, and disclosure of identifying information by all of DCWP's other Divisions. For example, DoTSS sends identifying information to sister City agencies and State agencies, pursuant to the needs of other Divisions.</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>DoTSS grants temporary access to identifying information to contractors developing or working on databases or technological projects for DCWP.</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>DoTSS contains DCWP's Open Data Coordinator. The "Open Data Law" mandates that "public data sets" be made accessible on the Open Data portal. DCWP discloses identifying information in compliance with the law.</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>As part of the Budget process, the Finance Division shares rosters of employees with OMB and undertakes analyses that include identifying 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>The Finance Division collects and retains all information to fulfill its accounts receivable and accounts payable functions.</p> <p>The Finance Division discloses payment information to other agencies, as appropriate.</p> <p>The Finance Division also handles certain accounts receivable work for DOHMH, which requires the disclosure of identifying 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>The Finance Division collects and retains CV's for temporary employees. The Division also collects and retains those employees' timesheets and discloses them to the Comptroller.</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>The Finance Division collects and retains all identifying information necessary to undertake DCWP's contract and non-contract Procurement information, including contact information, in RFP's and other submissions, and registered contracts and other agreements.</p> <p>The Finance Division discloses this identifying information to the other agencies and arms of City government that participate in the Procurement process, such as MOCS, OMB, the Comptroller, and the Law Department, and other agencies that hold master contracts on which DCWP relies.</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>The Finance Division collects and retains identifying information regarding the minors who participate in DCWP's tobacco enforcement work. The Division discloses the names and Social Security numbers of those employees to DCWP's payroll vendor.</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>The Finance Division discloses names and address information for refund recipients to Chase Bank, the financial institution that processes the refunds.</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>Pursuant to Local Law 47 of 2016, DCWP may deny a new or renewal application for any license, permit or registration, and may revoke, suspend, cancel, or terminate any license, permit or registration, if an applicant or licensee has unpaid civil penalties. To support this process, Finance discloses identifying information to the NYC Department of Finance and reciprocally collects identifying information about unpaid civil penalties by licensees, applicants, businesses, and individuals.</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 Revenue Unit collects and retains this information to conduct its review whether a license applicant owes the City money and to seek payment from individuals and businesses that owe the City money.</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 Revenue Unit collects and retains this information to ensure that individuals and businesses pay monies owed to the City.</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 Revenue Unit collects and retains this information to determine whether a license applicant is affiliated with an individual or business that owes the City money.</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>When an individual or business authorizes representation by an expediter, the Revenue Unit will provide the expediter with the documents that demonstrate the monies owed to the City by that individual or business.</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 Revenue Unit refers cases to the Law Department to commence a collections action in state court. In so doing, the Revenue Unit provides the Law Department with information regarding the case.</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 General Services Division collects and retains copies of the driver's license and employee ID for each potential driver of a DCWP vehicle.</p> <p>The General Services Division discloses the employee number and license number to DCAS and the Department of Motor Vehicles ("DMV").</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>DMV provides the General Services Division with abstracts about each relevant employee's driving history, which the Division retains.</p> <p>The General Services Division also collects and retains identifying information by logging vehicle use by DCWP employees.</p> <p>When there is an incident with a DCWP vehicle, the General Services Division collects incident reports from PD and discloses those reports to DCAS and, where necessary, DOI.</p>	
<p>The General Services Division maintains the DCWP mailroom, which includes identifying information on incoming and outgoing mail.</p> <p>The mailroom provides mail to the United States Postal Service, UPS, and a messenger service to deliver paychecks to DCWP's non-Manhattan facilities.</p> <p>The mailroom also retains a log of certified mail.</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 General Services Division collects and retains contact information for the various DCWP facilities' contractors.</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 General Services Division collects and retains information about incidents at DCWP facilities provided by the facilities' security guards.</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 General Services Division collects and retains emergency contact information for the COOP plan.</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 Human Capital Division collects and retains identifying information as part of the application and interview process. To the extent this information is on NYCAPS, it is disclosed to DCAS.</p> <p>The Commissioner's Office collects, retains, and discloses identifying information to City Hall regarding certain management positions.</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 Human Capital Division collects, retains, and discloses employee benefit, payroll, evaluation, reasonable accommodation, and related information.</p> <p>The Human Capital Division does so for purposes of processing new hires, payroll, and employment benefits for personnel in all Divisions of DCWP.</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 Human Capital Division collects and retains discipline and termination information. As appropriate, the Human Capital Division discloses this information to sister City agencies and State agencies.</p> <p>To the extent an employee is required to undertake a drug test or undertake an independent medical examination, the Human Capital Division discloses identifying information to the appropriate vendor.</p> <p>If an employee leaves for another City agency, the Human Capital Division will send that employee’s file to the new agency. Reciprocally, the Human Capital Division will receive files for new employees who come to DCWP from other agencies.</p> <p>The Human Capital Division will also verify employment to future employers.</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 Human Capital Division discloses rosters of employees to appropriate unions, so that the unions can contact members and alert them of upcoming meetings.</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 Human Capital Division collects and retains sign-in sheets at DCWP events.</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 Human Capital Division collects, retains, and/or discloses identifying information related to COVID-19:</p> <p>The Human Capital Division collects and retains identifying information for the purpose of making leave determinations, including for leave requests made pursuant to the Families First Coronavirus Response Act. Such information may include employee information, documentation showing a positive COVID-19 test result or that the employee is exhibiting COVID-19 symptoms or the employee has been exposed to COVID-19 or the employee sought a COVID-19 diagnosis, the name of the employee’s health care provider, the name and age of an employee’s child and the name of the child’s school, place of care, or childcare provider.</p> <p>Pursuant to City policy, the Human Capital Division collects and retains identifying information when DCWP has been made aware that an employee has received a positive COVID-19 test result or has a confirmed and documented exposure to someone who received a positive test result. Such information includes documentation confirming the positive test result or exposure, documentation from the employee’s doctor confirming whether quarantine is required or recommended, the employee’s mailing address and telephone number, and the names of all employees with whom the affected employee has had close contact in the last 10 days. In the event of a positive test result or a confirmed and documented exposure, the Human Capital Division notifies the affected employee’s work-related close contacts and supervisor.</p> <p>The Human Capital Division discloses information related to COVID-19 to sister agencies and City Hall, including numbers representing employees who tested positive for COVID-19 and employees ordered to quarantine, mandated quarantine dates, and mandated return-to-work dates.</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 Human Capital Division administers ADA requests from external parties who are seeking to access DCWP services. As part of that process, the Human Capital Division collects and retains identifying information concerning the individual making the request.</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 Settlement and Case Support Division ensures that OATH decisions adjudicating violations issued by DCWP are properly reflected in DCWP’s ALBA system.</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 Settlement and Case Support Division contains DCWP’s Settlement Officers who offer to resolve violations charged by DCWP prior to adjudication at OATH.</p> <p>The Settlement and Case Support Division collects and retains identifying information in ”pleading letters,” letters demanding restitution, and other correspondence sent to businesses and individuals charged with violations by DCWP.</p> <p>The Settlement and Case Support Division also collects and retains identifying information when businesses or individuals contact the Division in an attempt to resolve violations, whether in-person or by various methods of communication.</p> <p>The Settlement and Case Support Division also collects and retains identifying information in Consent Orders when Settlement Officers resolve violations.</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>DCWP’s Equal Employment Opportunity (“EEO”) Coordinator investigates and provides recommendations for DCWP-internal EEO claims.</p> <p>The EEO Officer collects and retains identifying information as part of the investigation and recommendation process. The EEO Coordinator discloses identifying information concerning EEO complaints to DCAS. The EEO Coordinator also discloses identifying information concerning substantiated EEO complaints to sister agencies.</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>U-Visa status is a temporary immigration classification that Congress created with the passage of the Victims of Trafficking and Violence Protection Act of 2000. In order to obtain U-Visa status, an undocumented immigrant must submit an application package to the United States Citizenship and Immigration Services (“USCIS”), a federal agency within the U.S. Department of Homeland Security. The application package must include a Form I-918 Supplement B signed by a certifying agency (the “U-Visa Certification”)</p> <p>DCWP is a U-Visa certifying agency. The signed U-Visa Certification serves as a statement by DCWP that the applicant: (a) was the victim of qualifying criminal activity; (b) the qualifying criminal activity is connected to a violation of DCWP’s laws or rules; (c) possesses information about qualifying criminal activity; and (d) has been, is being, or is likely to be helpful in the detection, investigation, or prosecution of qualifying criminal activity.</p> <p>DCWP’s Designated U-Visa Representative assesses U-Visa Certification applications submitted to DCWP by undocumented immigrants. As part of that assessment, the Designated U-Visa Representative collects and retains identifying information regarding the immigrant and the information he or she possesses regarding potential qualifying criminal activity.</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>To the extent an undocumented immigrant’s representative submits the immigrant’s U-Visa certification application, the Designated U-Visa Representative will disclose his or her assessment to the representative.</p>	
<p>DCWP coordinates responses to audits brought by the NYC Comptroller and other auditing agencies. During these audits, DCWP produces a significant number of documents containing identifying information. Before producing such identifying information, DCWP enters into confidentiality agreements with the auditing agencies.</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>Across Divisions, DCWP and its Human Services contractors routinely conduct business furthering the mission of the Agency using e-mails that will contain identifying information. The business conducted in these e-mails will be covered by other Routine Designations. Likewise, DCWP and its Human Services Contractors collect and retain identifying information in their Outlook calendars. Also, across Divisions, DCWP employees collect and retain contact information for consumers, workers, other agencies, partner organizations, vendors, contractors, and others necessary to furthering the mission of the Agency.</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>Across Divisions, DCWP uses Language Line, a City contractor, to provide contemporaneous translations. As part of the process of using Language Line, identifying information is disclosed.</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>Across Divisions, DCWP uses Survey Monkey, an online survey tool, to conduct surveys. As part of the process of using Survey Monkey, identifying information is collected, retained, and disclosed.</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>	

<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.</p> <p>Add additional rows as needed.</p>
<p>Describe Type of Collection or Disclosure</p>
<p>The Chief Privacy Officer has not approved specific collections and disclosures by DCWP.</p>
<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.	
DCWP's Agency Privacy Officer has designated certain disclosures to other City agencies, local public authorities, local public benefit corporations, and third parties as routine. If any DCWP employee receives a request for disclosure of identifying information that the Agency Privacy Officer has not designated as routine, that employee must alert the relevant division's Privacy Liaison who will bring the request to the Agency Privacy Officer. The Agency Privacy Officer will make a determination as to whether the requested disclosure should be designated as routine or otherwise satisfy a statutory exception. Requests for particularly sensitive information are reviewed in consultation with the General Counsel.	
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 those policies specify that access to identifying information must be necessary to perform their duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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.	<p>Generally, because of DCWP's relatively small size, it is presumed that all of a division's employees have access to all Identifying Information the collection, retention, or disclosure of which the Agency Privacy Officer has designated as routine for that division.</p> <p>However, DCWP seeks to limit access to especially sensitive categories of Identifying Information, such as criminal histories.</p>
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.	
DCWP's Agency Privacy Officer has designated certain disclosures to other City agencies, local public authorities, local public benefit corporations, and third parties as routine. If any DCWP Division or employee proposes to disclose identifying information that the Agency Privacy Officer has not designated as routine, they must bring the proposal to the Agency Privacy Officer. The Agency Privacy Officer will make a determination as to whether the proposed disclosure should be designated as routine or otherwise satisfy a statutory exception. Proposals to disclose particularly sensitive information are reviewed in consultation with the General Counsel.	
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.	
DCWP's Agency Privacy Officer has designated certain disclosures to other City agencies, local public authorities, local public benefit corporations, and third parties as routine. If any DCWP employee receives a request for disclosure of identifying information that the Agency Privacy Officer has not designated as routine or DCWP Division or employee proposes such a disclosure, they must bring the request or proposal to the Agency Privacy Officer. The Agency Privacy Officer will make a determination as to whether the requested disclosure should be designated as routine or otherwise satisfy	

a statutory exception. Requests and proposals to disclose particularly sensitive information are reviewed in consultation with the General Counsel.

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.

Generally, because of DCWP’s relatively small size, it is presumed that all of a division’s employees have access to all Identifying Information the collection, retention, or disclosure of which the Agency Privacy Officer has designated as routine for that division. Thus, generally speaking, any appropriate division employee may make disclosures that are designated as routine for that division. However, DCWP seeks to limit access to especially sensitive categories of Identifying Information, such as criminal histories.

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.

In September 2021, DCWP’s Agency Privacy Officer circulated DCWP’s Privacy Law Protocol to the entire agency. The protocol contains DCWP’s written policies and procedures regarding the collection of “identifying information” and for generally protecting personally identifiable information.

The Privacy Law Protocol serves to minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering DCWP’s mission.

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.

DCWP follows all policies and protocols issued by the City’s Chief Privacy Officer, including the February 24, 2021 Citywide Privacy Protection Policies and Protocols.

Furthermore, DCWP incorporates the Identifying Information Rider into all covered contracts and the Privacy Protection Rider in non-covered contracts..

DCWP also typically enters into contracts or memoranda of understanding with other agencies before routinely disclosing confidential identifying information.

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
Other governmental agencies and elected officials	<p>DCWP primarily discloses identifying information to other government agencies and elected officials to fulfill its obligations as the licensing agency for over 40 industries as described above.</p> <p>DCWP also discloses identifying information to other government agencies, including OATH, to further its enforcement efforts and to fulfill its role in the adjudication process.</p> <p>DCWP divisions may disclose identifying information to other government agencies and elected officials as necessary to promote DCWP's mission, as described above.</p>	DCWP's disclosures to other government agencies and elected officials further DCWP's mission by, among other things, ensuring that licensees have satisfied all the requirements for their licenses and ensuring that DCWP can fulfill its enforcement role to protect consumers and workers.
Consumers and workers	During the mediation and enforcement processes, DCWP will disclose identifying information about businesses to consumers and workers.	DCWP's disclosures to consumers and workers further DCWP's mission by allowing DCWP to pursue mediation and enforcement actions on their behalf.
Businesses	During the mediation and enforcement processes, DCWP will disclose identifying information to businesses about consumers and workers, with those consumers' and workers' consent, as well as to attorneys representing the businesses.	DCWP's disclosures to businesses further DCWP's mission by allowing DCWP to pursue mediation and enforcement actions on behalf of consumers and workers.
Press	DCWP discloses identifying information of consumers, workers, and other individuals assisted by DCWP, with those individuals' consent, across DCWP's multi-media presence and to reporters. DCWP also discloses enforcement and complaint information to reporters and across DCWP's multi-media presence.	DCWP's disclosures to reporters and across its multi-media presence further the agency's mission by allowing DCWP to manage its press and multi-media presence to protect and enhance the daily economic lives of New Yorkers to create thriving communities.
Members of the public	DCWP discloses identifying information to members of the public to comply with court orders, subpoenas, the Open Data Law, and the Freedom of Information Law (FOIL).	DCWP's disclosures to members of the public furthers transparency and open government while ensuring DCWP is in compliance with laws and court orders.

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 informed the development of DCWP's July 2018 "Privacy Law Protocol," updated in August 2021, which governs DCWP's collection, retention, and disclosure of identifying information.

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).

DCWP follows all policies and protocols issued by the City's Chief Privacy Officer, including the February 24, 2021 Citywide Privacy Protection Policies and Protocols. This includes incorporation of the Identifying Information Rider in all covered contracts and the Privacy Protection Rider in non-covered contracts..

N.Y.C. Admin. Code §23-1205(a)(3)

APPROVAL SIGNATURE FOR AGENCY REPORT

Preparer of Agency Report:

Table with 4 columns: Name, Title, Email, Phone. Values: Cynthia Stallard, Associate General Counsel, Agency Privacy Officer, cstallard@dcwp.nyc.gov, 212-436-0156

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Agency Head (or designee):

Table with 4 columns: Name, Title, Email, Phone, Electronic Signature, Date. Values: Michael Tiger, General Counsel, mtiger@dcwp.nyc.gov, 212-436-0175, [Signature], 7/28/22

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