

BIENNIAL AGENCY REPORT

INSTRUCTIONS

The Identifying Information Law requires City agencies to submit comprehensive biennial agency reports related to their collection, retention, and disclosure of identifying information and their privacy protection practices.

To complete the 2024 biennial agency report:

- Review Form 2s (APO Designation of Collection and Disclosures as “Routine”) made since the 2022 compliance cycle;
- Review Form 5s (Agency Privacy Officer Approval of Collections and Disclosures on a “Non-Routine” Basis) made since the 2022 compliance cycle;
- Use Forms 2 & 5 to complete Worksheet 1 for all new and existing **collections** between 2022-2024;
- Use Forms 2 & 5 to complete Worksheet 2 for all new and existing **disclosures** between 2022-2024.
- Complete the Biennial Agency Workbook;
- Submit the biennial agency report by **July 31, 2024**.

Submit the biennial agency report to:

- Mayor at MOReports@cityhall.nyc.gov
- City Council Speaker at reports@council.nyc.gov
- Chief Privacy Officer and the Citywide Privacy Protection Committee at oip@oti.nyc.gov
- Department of Records and Information Services (DORIS) online submission portal at <https://a860-gpp.nyc.gov>

THIS REPORT IS PUBLIC. PREPARERS SHOULD CONSULT AGENCY COUNSEL OR THE CHIEF PRIVACY OFFICER TO ENSURE THE RESPONSES ARE PROVIDED ACCORDING TO APPLICABLE LAW AND CITY POLICY.

VERSION CONTROL

Version	Description of Change	Approver	Date
4.0	New design for ease of use and technological enhancements, and miscellaneous clarifying revisions.	Michael Fitzpatrick Chief Privacy Officer, City of New York	April 2024
3.0	Updated completion date; miscellaneous clarifying revisions.	Aaron Friedman Principal Senior Counsel Office of Information Privacy	April 2022
2.0	Updated completion date; miscellaneous clarifying revisions.	Laura Negrón Chief Privacy Officer, City of New York	April 2020
1.0	First Version	Laura Negrón Chief Privacy Officer, City of New York	April 2018

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**BIENNIAL AGENCY REPORT
(Due on or before July 31, 2024)**

1. Agency: Department of Environmental Protection

2. APO Contact Details

- a. Name: Arthur J Chen
- b. Title: Agency Privacy Officer
- c. Email: achen@dep.nyc.gov
- d. Telephone: 718-595-5887

COLLECTIONS

3. How many collections does the agency have to describe?

50

4. **COLLECTIONS.** Upload worksheet 1.



- Proceed to the next page -

5. For all **collections**, select the types of identifying information collected (check all that apply). See [Citywide Privacy Protection Policies and Protocols § 3.1](#).

<input type="checkbox"/> Name <input type="checkbox"/> Social security number (full or last 4 digits)* <input type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<u>Work-Related Information</u> <input type="checkbox"/> Employer information <input type="checkbox"/> Employment address
<u>Biometric Information</u> <input type="checkbox"/> Fingerprints <input 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* <input type="checkbox"/> Height <input type="checkbox"/> Weight	<u>Government Program Information</u> <input type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input type="checkbox"/> Any scheduled court appearances <input type="checkbox"/> Eligibility for or receipt of public assistance or City services <input type="checkbox"/> Income tax information <input type="checkbox"/> Motor vehicle information
<u>Contact Information</u> <input type="checkbox"/> Current and/or previous home address <input type="checkbox"/> Email address <input type="checkbox"/> Phone number	<u>Law Enforcement Information</u> <input type="checkbox"/> Arrest record or criminal conviction <input type="checkbox"/> Date and/or time of release from custody of ACS, DOCS, or NYPD <input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<u>Demographic Information</u> <input type="checkbox"/> Country of origin <input type="checkbox"/> Date of birth* <input type="checkbox"/> Gender identity <input type="checkbox"/> Languages spoken <input type="checkbox"/> Marital or partnership status <input type="checkbox"/> Nationality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sexual orientation	<u>Technology-Related Information</u> <input type="checkbox"/> Device identifier including media access control (MAC) address or Internet mobile equipment identity (IMEI)* <input type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual* <input type="checkbox"/> Internet protocol (IP) address* <input type="checkbox"/> Social media account information
<u>Status information</u> <input type="checkbox"/> Citizenship or immigration status <input type="checkbox"/> Employment status <input type="checkbox"/> Status as a victim of domestic violence or sexual assault <input type="checkbox"/> Status as crime victim or witness	
<u>Other Types of Identifying Information</u> (list below): 	
*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).	

DISCLOSURES

6. How many disclosures does the agency have to describe?

49

7. **DISCLOSURES.** Upload worksheet 2.



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8. For all **disclosures**, select the types of identifying information disclosed (check all that apply).

See [Citywide Privacy Protection Policies and Protocols § 3.1](#).

<input type="checkbox"/> Name <input type="checkbox"/> Social security number (full or last 4 digits)* <input type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<u>Work-Related Information</u> <input type="checkbox"/> Employer information <input type="checkbox"/> Employment address
<u>Biometric Information</u> <input type="checkbox"/> Fingerprints <input 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* <input type="checkbox"/> Height <input type="checkbox"/> Weight	<u>Government Program Information</u> <input type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input type="checkbox"/> Any scheduled court appearances <input type="checkbox"/> Eligibility for or receipt of public assistance or City services <input type="checkbox"/> Income tax information <input type="checkbox"/> Motor vehicle information
<u>Contact Information</u> <input type="checkbox"/> Current and/or previous home address <input type="checkbox"/> Email address <input type="checkbox"/> Phone number	<u>Law Enforcement Information</u> <input type="checkbox"/> Arrest record or criminal conviction <input type="checkbox"/> Date and/or time of release from custody of ACS, DOCS, or NYPD <input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<u>Demographic Information</u> <input type="checkbox"/> Country of origin <input type="checkbox"/> Date of birth* <input type="checkbox"/> Gender identity <input type="checkbox"/> Languages spoken <input type="checkbox"/> Marital or partnership status <input type="checkbox"/> Nationality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sexual orientation	<u>Technology-Related Information</u> <input type="checkbox"/> Device identifier including media access control (MAC) address or Internet mobile equipment identity (IMEI)* <input type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual* <input type="checkbox"/> Internet protocol (IP) address* <input type="checkbox"/> Social media account information
<u>Status information</u> <input type="checkbox"/> Citizenship or immigration status <input type="checkbox"/> Employment status <input type="checkbox"/> Status as a victim of domestic violence or sexual assault <input type="checkbox"/> Status as crime victim or witness	
<u>Other Types of Identifying Information</u> (list below): *Please note that many categories of the above identifying information are checked off as a result of ancillary :	
*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).	

9. Separate from the Citywide Privacy Protection Policies and Protocols, what are the agency's policies regarding requests for disclosures from other City agencies, local public authorities or local public benefit corporations, and third parties? Please **summarize or upload a copy of the policy**. See *N.Y.C. Admin. Code § 23-1205(a)(1)(c)(1)*.
10. Which divisions of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See *§ N.Y.C Admin. Code § 23-1205(a)(1)(c)(4)*.
11. Which categories of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See *§ N.Y.C Admin. Code § 23-1205(a)(1)(c)(4)*.
12. Do any of the agency's policies address **access** to identifying information by employees, contractors, and subcontractors? See *§ N.Y.C. Admin Code § 23-1205(a)(4)*.
- ☒ Yes – **GO TO QUESTION 13**
- ☐ No – **GO TO QUESTION 16**
13. Do these policies state that **access** to identifying information must be necessary for the employees, contractors, and subcontractors to perform their duties? See *N.Y.C. Admin Code § 23-1205(a)(4)*.
- ☐ Yes – **GO TO QUESTION 14**
- ☒ No – **GO TO QUESTION 16**
14. Are these policies implemented so that **access** is limited to the greatest extent possible, but also furthers the purpose or mission of the agency?
- ☐ Yes – **GO TO QUESTION 15**
- ☐ No – **GO TO QUESTION 16**

15. Describe how **access** is limited to the greatest extent possible while furthering the purpose or mission of the agency.

16. **Summarize or upload** the agency's current policies for handling **proposals for disclosures to other** City agencies, local public authorities, or local public benefit corporations, and third parties. *See N.Y.C Admin Code § 23-1205(a)(1)(c)(2).*



17. **Summarize or upload** the agency's current policies regarding the classification of **disclosures** as necessitated by the existence of **exigent circumstances or as routine**. *See N.Y.C Admin Code § 23-1205(a)(1)(c)(3).*

18. Since 2022, has the agency **considered or implemented**, where applicable, policies that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the purpose or mission of the agency? *See N.Y.C Admin Code § 23-1205(a)(3).*

☒ Yes – **GO TO QUESTION 19**

☐ No – **GO TO QUESTION 20**

19. Summarize the policies that the agency has **considered or implemented** regarding data minimization for the collection, retention, and disclosure of identifying information. *See N.Y.C Admin Code § 23-1205(a)(4).*

20. Summarize the agency's use of agreements for any use or disclosure of identifying information.
See N.Y.C Admin Code § 23-1205 (a)(1)(d).

21. Since 2022, describe the impact of the Identifying Information Law and any other local, state, or federal laws upon your agency's practices in relation to the collection, retention, and disclosure of identifying information (i.e., if such practices would differ in the absence of these laws). The impact can be positive or negative. *See N.Y.C Admin Code § 23-1205(a)(2).*

22. Describe how the current privacy policies and protocols issued by the Chief Privacy Officer, or the guidance issued by the Citywide Privacy Protection Committee affected your agency's practices in relation to the collection, retention, and disclosure of identifying information. The effects can be positive or negative. *See N.Y.C Admin Code § 23-1205(a)(2).*

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APPROVAL SIGNATURE FOR AGENCY REPORT

PREPARER OF AGENCY REPORT

Name: Arthur J Chen

Title: Agency Privacy Officer

Email: achen@dep.nyc.gov

Phone: 718-595-5887

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Name: Elissa Stein Cushman

Title: General Counsel and Deputy Commissioner

Email: ecushman@dep.nyc.gov

Phone: 718-595-6711

Signature: *Elissa Stein Cushman*

Date: 08/01/2024

Describe the following types of collections. Note, you may have multiple collections of the same type.

COLLECTIONS				
	Type of Collection	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Collection.
1	Procurement	DEP collects and retains certain identifying information for the purpose of processing contracts and procurement of goods, services and land. The categories of information covered by this designation include contracts, procurements, bids, request for proposals, and other related contracting/procurement information. DEP's collection and retention of identifying information are required and set forth by City-wide policies and procedures.	Pre-approved as routine	Contract and procurement services are administrative functions that are essential to the daily operation of the agency and for projects that further the agency's mission.
2	Finance	DEP collects and retains certain identifying information for the purpose of paying for the goods and services necessary for their daily operations. DEP's collection and retention of identifying information are required and set forth by City-wide policies and procedures. The categories of information covered by this designation include invoices, checks, budgets, financial reports, and other related financial information.	Pre-approved as routine	DEP's ability to pay their bills is an administrative function that supports the daily operation of the agency.
3	Utilities & Infrastructure	DEP collects and retains certain identifying information for the purpose of providing and	Pre-approved as routine	Facilities management is an administrative function that helps ensure a safe work

		maintaining facilities for DEP employees to conduct their work. The categories of information covered by this designation include service requests, work orders, repairs, alterations, and other related facilities information.		environment for both DEP employees and visitors.
4	Human Resources and other Personnel Matters	DEP collects and retains identifying information for the purpose of processing new hires, payroll, employment benefits and other related employee information. DEP collects and retains categories of identifying information required by City-wide policies.	Pre-approved as routine	Human resources is an administrative function DEP conducts to hire and maintain employees to carry out and fulfill the agency's mission.
5	Audit	DEP collects and retains certain identifying information for the purpose of auditing payments for construction, expense and construction-related service contracts.	Pre-approved as routine	Auditing of contract payments is an administrative function required by law to ensure the City has received appropriate value for the work performed and is in compliance with laws and regulations (e.g. City Charter, Comptroller Directives, labor laws, etc.).
6	Office Administration	DEP collects and retains certain identifying information for the purpose of communications in their everyday operations. The categories of information covered by this designation include emails, letters, appointments and other related correspondence information.	Pre-approved as routine	Communications is an administrative function that is integral in the daily operations of the agency in furtherance of its mission.
7	Office Administration	DEP collects and retains certain identifying information for the purpose of providing vehicles to DEP employees. The categories of	Pre-approved as routine	Providing vehicles to DEP employees is an administrative function that is necessary to carry out

		information covered by this designation include driver registration, travel expenses, accident reports, traffic violations, and other related fleet services information. DEP's collection and retention of identifying information are required and set forth by City-wide policies and procedures.		DEP's daily activities and operations.
8	Records Management	DEP collects and retains certain identifying information for the purpose of providing a records management program that allows for the retention and destruction of records in accordance with NYC Department of Records and Information Services policies.	Pre-approved as routine	The records management program is an administrative function that provides systematic guidance and control of DEP records throughout its life cycle, which is essential to the agency's operations.
9	Compliance	DEP collects and retains certain identifying information for the purpose of issuing permits/licenses /approvals to the public that are required to register certain activities/devices with the City. The categories of information covered by this designation include applications/issuance of license/permits/approvals, supporting documentation, and other related license/permit/approval information, such as DEP's MS4 program.	Pre-approved as routine	As part of its regulatory duties and responsibilities, DEP issues permits to ensure public compliance with federal/state/city/local environmental regulations.
10	Compliance	DEP collects and retains certain identifying information for the purpose of conducting investigations for violations of	Pre-approved as routine	DEP conducts public inspections as part of its regulatory duties and responsibilities.

		federal/state/city/local environmental regulations. The categories of information covered by this designation include individual/business information, complaints, inspection records, violations, and other related regulatory inspection information.		
11	Legal Matters or Proceeding	DEP collects and retains certain identifying information for the purpose of issuing notices for violations of environmental regulations (i.e. water, sewer, air, noise), summons for appearance at administrative hearings, cease and desist orders, termination of DEP service notices, and other related regulatory enforcement information.	Pre-approved as routine	DEP conducts these enforcement functions as part of its regulatory duties and responsibilities.
12	Compliance	DEP collects and retains certain identifying information for the purpose of conducting an asbestos certification program. The categories of information covered by this designation include applications, exams, certifications and other related certification information.	Pre-approved as routine	As part of its regulatory duties and responsibilities, DEP is required to administer an exam, to issue a certification to those that passed, and to keep a database of certified asbestos handlers and investigators.
13	Human Resources and other Personnel Matters	DEP collects and retains certain identifying information for the purpose of providing safety recommendations from DEP facility site assessments and to ensure compliance with federal/state/local/agency Environmental Health and	Pre-approved as routine	EHS Performance Management and Strategic Planning is a part of DEP's EHS function that helps ensure and enhance a safe work environment for both DEP employees and visitors.

		Safety (EHS) regulatory requirements and policies.		
14	Human Resources and other Personnel Matters	DEP collects and retains certain identifying information for the purpose of tracking and investigating incidents and providing recommendations to prevent future incidents.	Pre-approved as routine	EHS Reporting and Investigations is part of DEP's EHS function that helps ensure and enhance a safe work environment for both DEP employees and visitors.
15	Human Resources and other Personnel Matters	DEP collects and retains certain identifying information for the purpose of reviewing safety procedures in the field and ensuring safety measures are carried out during the life of a construction project.	Pre-approved as routine	EHS Auditing and Field Management is a part of DEP's EHS function that helps ensure and enhance a safe work environment for both DEP employees and contractors.
16	Environment	DEP collects and retains certain identifying information for the purpose of educating organizations/businesses to prevent regulatory violations and informing the public about issues or DEP programs related to water, sewer, air and noise. The categories of information covered by this designation include educational materials to businesses and trade organizations, letters from the public to DEP, DEP reimbursement programs, and other related constituent affair information.	Pre-approved as routine	Constituent Affairs is part of DEP's External Affairs function that informs the public of DEP environmental initiatives/issues and helps prevent environmental regulatory violations.
17	Environment	DEP collects and retains contact information of media outlets for the purpose of disseminating information, such as DEP press releases or newsletters, to the media.	Pre-approved as routine	Communications is part of DEP's External Affairs function that informs the public of DEP environmental initiatives and activities.

18	Environment	DEP collects and retains certain identifying information for the purpose of providing educational materials to the students and educators about DEP-related infrastructure and environmental issues.	Pre-approved as routine	Educational programs are a part of DEP's External Affairs function that informs the public of DEP initiatives/issues, which furthers DEP's mission.
19	Compliance	DEP collects and retains certain identifying information for the purpose of providing information about DEP activities and issues to city council, elected officials and other government officials.	Pre-approved as routine	Intergovernmental relations is a part of DEP's External Affairs function that furthers DEP's mission by assisting in coordination amongst different government agencies.
20	Human Resources and other Personnel Matters	DEP collects and retains identifying information for the purpose of investigation and implementation of informal and formal disciplinary action against an employee. DEP's collection, retention and disclosure of identifying information are required and set forth by City-wide policies and procedures.	Pre-approved as routine	Disciplinary action is a part of the labor relations function that helps maintain DEP's workforce.
21	Human Resources and other Personnel Matters	DEP collects and retains certain identifying information for the purpose of creating and developing best Equal Employment Opportunity (EEO) practices for workforce training and participating in public events to promote diversity in the workplace.	Pre-approved as routine	EEO diversity training is a part of the labor relations function to help maintain DEP's workforce.
22	Human Resources and other Personnel Matters	DEP collects and retains identifying information for the purpose of handling employee EEO-related inquiries, requests and complaints	Pre-approved as routine	EEO investigation is a part of the labor relations function that helps maintain DEP's workforce.

		on behalf of the whole agency. DEP's collection and retention of identifying information are required and set forth by City-wide policies and procedures. DEP's collection, retention and disclosure of identifying information are required and set forth by City-wide policies and procedures.		
23	Human Resources and other Personnel Matters	DEP collects and retains certain identifying information for the purpose of resolving concerns and grievances brought by employees or by unions on behalf of their members. DEP's collection and retention of identifying information are required and set forth by City-wide policies and procedures.	Pre-approved as routine	Labor relations is a function that helps maintains the Agency's workforce.
24	Law Enforcement	DEP collects and, retains certain identifying information for the purpose of providing police enforcement activities on DEP property, such as issuance of summons, tickets, notice of warnings, court proceedings, and other related police enforcement information.	Pre-approved as routine	Police enforcement is a part of DEP's Law Enforcement and Security function aimed to protect agency employees, facilities, and visitors against vandalism, sabotage and the threat of terrorism.
25	Public Safety and Health	DEP collects and retains certain identifying information for the purpose of responding to emergency and non-emergency related situations occurring on DEP property, including responses to chemical incidents. The categories of information covered	Pre-approved as routine	Emergency/non-emergency responses are part of DEP's Law Enforcement and Security function aimed to protect agency employees, facilities, and visitors against vandalism, sabotage, the threat of terrorism and environmental hazards.

		by this designation include complaint forms/reports, incident reports, inspection reports, and other related emergency/non-emergency response information.		
26	Utilities & Infrastructure	DEP collects and retains certain identifying information for the purpose of creating and maintaining security plans/systems/procedures, such as security clearance forms, access cards, security footage, and other related security information.	Pre-approved as routine	Security is a part of DEP's Law Enforcement and Security function aimed to protect agency employees, facilities, and visitors against vandalism, sabotage and the threat of terrorism.
27	Legal Matters or Proceeding	DEP collects and retains certain identifying information for the purpose of representing DEP at administrative hearings for tickets issued to the public for environmental regulatory violations. DEP's collection and retention of identifying information are required and set forth by City-wide policies and procedures.	Pre-approved as routine	Representation of DEP at administrative hearings is a legal function to help enforce environmental regulations.
28	Legal Matters or Proceeding	DEP collect and retains certain identifying information for the purpose of providing legal services related to agency employment matters on behalf of DEP and its employees, such as conflicts of interest waivers, employee expense documents, employee discrimination/retaliation claims, and other related employment matters. DEP's collection and	Pre-approved as routine	Employment matters is a legal function that helps ensure the agency's compliance with legal employment policies.

		retention of identifying information are required and set forth by City-wide policies and procedures.		
29	Response to a Request or Demand	DEP collects and retains identifying information for the purpose of seeking advice regarding requests for information under FOIL, or as part of information released in response to a FOIL request, provided appropriate agency personnel determines that disclosure of such information is permissible under applicable law.	Pre-approved as routine	FOIL is a legal function that ensures the agency's compliance with FOIL statutes.
30	Legal Matters or Proceeding	DEP collects and retains certain identifying information for the purpose of providing legal advice to the Agency, or on behalf of the Agency to public, governmental agencies, and internal inquiries; legal advice on environmental projects; and entering into agreements. The categories of information covered by this designation include inquiries, agreements, consent orders, project plans and other related legal/compliance issues.	Pre-approved as routine	Providing legal advice is a legal function that helps ensure compliance with laws and regulations.
31	Legal Matters or Proceeding	DEP collects and retains certain identifying information for the purpose representing and handling litigation-related issues on behalf of the agency. The categories of information covered by this	Pre-approved as routine	Litigation support is a legal function that helps the agency bring or defend litigation and handle contract disputes.

		designation include contract disputes, demand letters, preservation notices, discovery requests, requests for legal representation, affirmative claims, subpoenas, and other related litigation information.		
32	Legal Matters or Proceeding	DEP collects and retains certain identifying information for the purpose of approving contracts for the procurement of goods, services and land, and other related transactional activities on behalf of DEP and its employees. DEP's collection, retention and disclosure of identifying information are required and set forth by City-wide policies and procedures.	Pre-approved as routine	Contract review/approval is a legal function and is required by the City's contract/procurements rules and procedures.
33	Client or Customer Service	DEP collects and retains certain identifying information for the purpose of collecting money owed for water and sewer services provided to the public and to inform the public about certain DEP programs. The categories of information covered by this designation include water/sewer bills, customer payments, payment agreements, court documents, billing adjustments, collection agency referrals, notification of programs, customer information verification, and other related billing/collections information.	Pre-approved as routine	Customer Billing and Collections is an important part of DEP's operational function because it collects money for services the agency provides.

34	Utilities & Infrastructure	DEP collects and retains certain identifying information for the purpose of inspecting, operating, maintaining, and repairing DEP facilities and infrastructure, such as water/sewer maintenance yards, water and sewer mains, reservoirs, water/wastewater treatment plants, etc. The categories of information covered by this designation include reports, database system management, work orders, complaints, maintenance records, investigations, maps/surveys, and other related facility/infrastructure operations information.	Pre-approved as routine	Facility/Infrastructure Operations ensures that DEP-related hardware are running smoothly and have the resources to provide its services.
35	Public Safety and Health	DEP collects and retains certain identifying information for the purpose of testing/monitoring air/water/wastewater issues, providing laboratory support to operations, providing data support to research/planning, and disclosure of data to government agencies and members of the public.	Pre-approved as routine	Laboratory Analysis and Monitoring assists DEP's operational functions by providing necessary data to DEP employees and the public.
36	Utilities & Infrastructure	DEP collects and retains certain identifying information for the purpose of issuing and obtaining permits necessary to run DEP operations/facilities, such as wastewater treatment plants, water treatment plants, and other DEP related facilities/operations.	Pre-approved as routine	Issuing and obtaining permits are part of DEP's operational function to ensure that DEP and the public are compliant with environmental regulations and procedures.

37	Environment	DEP collects and retains certain identifying information for the purpose of managing environmental projects for the agency in furtherance of DEP's operations and goals. This category includes project management for capital construction projects.	Pre-approved as routine	Project management has a large role in the agency as part of DEP's operational function because it ensures that the capital construction projects are being carried out correctly, which advance DEP's environmental initiatives and ensures these projects are correctly carried out.
38	Environment	DEP collects and retains certain identifying information during the course of obtaining research and providing data to DEP to guide internal practices, and the public for outreach on environmental issues.	Pre-approved as routine	Environmental Research and Review is a part of DEP's Policy and Planning function that focuses on providing certain research and monitoring data to guide internal practices and public outreach related to environmental issues.
39	Environment	DEP collects and retains certain identifying information for the purpose of creating and proposing policies/rules internally, in other government agencies, and proposing rules and regulations at the city/state/federal level.	Pre-approved as routine	DEP's Policy and Planning function that seeks environmental initiatives and procedures at different levels of government.
40	Environment	DEP collects and retains certain identifying information for the purpose of creating and developing projects, including capital construction projects, on behalf of the agency in furtherance of DEP's operations and goals. The categories of information covered by this designation include project design, contract records to obtain contractors/equipment, permits,	Pre-approved as routine	Project planning, such as capital construction projects, is a part of DEP's Policy and Planning function that enables DEP to create the infrastructure and contract the resources needed to carry out the agency's environmental initiatives.

		and other related project planning information.		
41	Environment	DEP collects and retains certain identifying information for the purpose of development and implementation of projects related to regulatory compliance, emergency planning, and the creation of standard operating procedures and guidelines to be followed by the agency. The categories of information covered by this designation include data analyses, reports, complaints/issues, and other related strategic planning information.	Pre-approved as routine	Planning is a part of DEP's Policy and Planning function that ensures DEP's projects have workflows that are compliant with environmental regulations and best practices.
42	Human Resources and other Personnel Matters	DEP collects and retains certain identifying information for the purpose of training their employees in a particular skillset to aid in the performance of their daily agency responsibilities.	Pre-approved as routine	Employee training is a professional development function to help employees learn or maintain the skills needed for their job responsibilities.
43	Human Resources and other Personnel Matters	DEP collects and retains certain identifying information for the purpose of tracking training and certifications issued to DEP employees.	Pre-approved as routine	Tracking employee training/certification is a professional development function that helps the agency identify the work that employees are certified to handle and maintain the employee's competency or requirements for their job title.
44	Technology	DEP collects and retains certain identifying information for purpose of developing applications that support the agency's activities,	Pre-approved as routine	Application development is a technical service that supports DEP employee's in their daily operations.

		including applications that are used by the public.		
45	Incident Management	DEP collects and retains certain identifying information for purpose of securing agency networks, systems, and data against internal and external attacks, damage and unauthorized access, monitor for and investigate incidents, and evaluate cybersecurity products and applications.	Pre-approved as routine	Cybersecurity services are technical services that protect the agency's electronic infrastructure and data.
46	Technology	DEP collects and retains certain identifying information for purpose of developing, administering, and supporting database systems for the whole agency.	Pre-approved as routine	Database systems are technical services that allow DEP employees to store information during the performance of their daily operations.
47	Technology	DEP collects and retains certain identifying information for purpose of administering local and wide area network infrastructure, backup and recovery of the agency's data, and providing telecommunications and networking services for the entire agency.	Pre-approved as routine	Providing network infrastructure and telecommunications are technical service functions that provide support to DEP employees in their daily operations.
48	Technology	DEP collects and retains certain identifying information for purpose of providing and tracking I.T. assets given to DEP employees.	Pre-approved as routine	Providing I.T. assets to DEP employees, such as computers and cell phones, is a technical service function that helps support DEP employees in their daily operations.
49	Technology	DEP collects and retains certain identifying information for the	Pre-approved as routine	Providing I.T. support is a technical service function that helps support DEP employees in their daily operations.

		purpose of providing I.T. support to DEP employees.		
50	Human Resources and other Personnel Matters	DEP collects and retains limited identifying information for the purposes of responding to COVID-19.	Pre-approved as routine	The steps taken by this agency were either required by other government agencies or were necessary to protect the safety of DEP employees and the public.

Please add additional rows, if needed

Describe the following types of disclosures. Note, you may have multiple disclosures of the same type.

DISCLOSURES					
	Type of Disclosure	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Disclosure.	Was this disclosure made pursuant to an external request?
1	Procurement	DEP discloses certain identifying information for the purpose of processing contracts and procurement of goods, services and land. The categories of information covered by this designation include contracts, procurements, bids, request for proposals, and other related contracting/procurement information. DEP's collection and retention of identifying information are required and set forth by City-wide policies and procedures.	Pre-approved as routine	Contract and procurement services are administrative functions that are essential to the daily operation of the agency and for projects that further the agency's mission.	Yes
2	Finance	DEP discloses certain identifying information for the purpose of paying for the goods and services necessary for their daily operations. DEP's collection and retention of identifying information are required and set forth by City-wide	Pre-approved as routine	DEP's ability to pay their bills is an administrative function that supports the daily operation of the agency.	Yes

		<p>policies and procedures.</p> <p>The categories of information covered by this designation include invoices, checks, budgets, financial reports, and other related financial information</p>			
3	Utilities & Infrastructure	<p>DEP discloses certain identifying information for the purpose of providing and maintaining facilities for DEP employees to conduct their work. The categories of information covered by this designation include service requests, work orders, repairs, alterations, and other related facilities information.</p>	Pre-approved as routine	<p>Facilities management is an administrative function that helps ensure a safe work environment for both DEP employees and visitors.</p>	Yes
4	Human Resources and other Personnel Matters	<p>DEP discloses identifying information for the purpose of processing new hires, payroll, employment benefits and other related employee information. DEP collects and retains categories of identifying information required by City-wide policies.</p>	Pre-approved as routine	<p>Human resources is an administrative function DEP conducts to hire and maintain employees to carry out and fulfill the agency's mission.</p>	Yes
5	Audit	<p>DEP discloses certain identifying information for the purpose of auditing</p>	Pre-approved as routine	<p>Auditing of contract payments is an administrative function</p>	Yes

		payments for construction, expense and construction-related service contracts		required by law to ensure the City has received appropriate value for the work performed and is in compliance with laws and regulations (e.g. City Charter, Comptroller Directives, labor laws, etc.).	
6	Office Administration	DEP discloses certain identifying information for the purpose of communications in their everyday operations. The categories of information covered by this designation include emails, letters, appointments and other related correspondence information.	Pre-approved as routine	Communications is an administrative function that is integral in the daily operations of the agency in furtherance of its mission.	Yes
7	Office Administration	DEP discloses certain identifying information for the purpose of providing vehicles to DEP employees. The categories of information covered by this designation include driver registration, travel expenses, accident reports, traffic violations, and other related fleet services information. DEP's disclosure of identifying information are required	Pre-approved as routine	Providing vehicles to DEP employees is an administrative function that is necessary to carry out DEP's daily activities and operations.	Yes

		and set forth by City-wide policies and procedures.			
8	Records Management	DEP discloses certain identifying information for the purpose of providing a records management program that allows for the retention and destruction of records in accordance with NYC Department of Records and Information Services policies.	Pre-approved as routine	The records management program is an administrative function that provides systematic guidance and control of DEP records throughout its life cycle, which is essential to the agency's operations.	Yes
9	Compliance	DEP discloses certain identifying information for the purpose of issuing permits/licenses /approvals to the public that are required to register certain activities/devices with the City. The categories of information covered by this designation include applications/issuance of license/ permits/approvals, supporting documentation, and other related license/permit/approval information, such as DEP's MS4 program land development, septic systems, construction site inspections, noise mitigation plans, etc.	Pre-approved as routine	As part of its regulatory duties and responsibilities, DEP issues permits to ensure public compliance with federal/state/city/local environmental regulations.	Yes

10	Compliance	DEP discloses certain identifying information for the purpose of conducting investigations for violations of federal/state/city/local environmental regulations. The categories of information covered by this designation include individual/business information, complaints, inspection records, violations, and other related regulatory inspection information.	Pre-approved as routine	DEP conducts public inspections as part of its regulatory duties and responsibilities.	Yes
11	Legal Matters or Proceeding	DEP discloses certain identifying information for the purpose of issuing notices for violations of environmental regulations (i.e. water, sewer, air, noise), summons for appearance at administrative hearings, cease and desist orders, termination of DEP service notices, and other related regulatory enforcement information.	Pre-approved as routine	DEP conducts these enforcement functions as part of its regulatory duties and responsibilities.	Yes
12	Compliance	DEP discloses certain identifying information for the purpose of conducting an asbestos certification program. The categories of	Pre-approved as routine	As part of its regulatory duties and responsibilities, DEP is required to administer an exam, to issue a certification to those that	Yes

		information covered by this designation include applications, exams, certifications and other related certification information.		passed, and to keep a database of certified asbestos handlers and investigators.	
13	Human Resources and other Personnel Matters	DEP discloses certain identifying information for the purpose of providing safety recommendations from DEP facility site assessments and to ensure compliance with federal/state/local/ agency Environmental Health and Safety (EHS) regulatory requirements and policies.	Pre-approved as routine	EHS Performance Management and Strategic Planning is a part of DEP's EHS function that helps ensure and enhance a safe work environment for both DEP employees and visitors.	Yes
14	Human Resources and other Personnel Matters	DEP discloses certain identifying information for the purpose of tracking and investigating incidents and providing recommendations to prevent future incidents, tracking health certifications, conducting medical monitoring, and providing EHS training programs	Pre-approved as routine	EHS Reporting and Investigations is part of DEP's EHS function that helps ensure and enhance a safe work environment for both DEP employees and visitors.	Yes
15	Human Resources and other Personnel Matters	DEP discloses certain identifying information for the purpose of reviewing safety procedures in the field and ensuring safety	Pre-approved as routine	EHS Auditing and Field Management is a part of DEP's EHS function that helps ensure and enhance a safe work environment for	Yes

		measures are carried out during the life of a construction project.		both DEP employees and contractors.	
16	Environment	DEP discloses certain identifying information for the purpose of educating organizations/ businesses to prevent regulatory violations and informing the public about issues or DEP programs related to water, sewer, air and noise. The categories of information covered by this designation include educational materials to businesses and trade organizations, letters from the public to DEP, DEP reimbursement programs, and other related constituent affair information.	Pre-approved as routine	Constituent Affairs is part of DEP's External Affairs function that informs the public of DEP environmental initiatives/issues and helps prevent environmental regulatory violations.	Yes
17	Environment	DEP discloses contact information of media outlets for the purpose of disseminating information, such as DEP press releases or newsletters, to the media	Pre-approved as routine	Communications is part of DEP's External Affairs function that informs the public of DEP environmental initiatives and activities.	Yes
18	Environment	DEP discloses certain identifying information for the purpose of providing educational materials to	Pre-approved as routine	Educational programs are a part of DEP's External Affairs function that informs the public of DEP	Yes

		the students and educators about DEP-related infrastructure and environmental issues.		initiatives/issues, which furthers DEP's mission.	
19	Compliance	DEP discloses certain identifying information for the purpose of providing information about DEP activities and issues to city council, elected officials and other government officials.	Pre-approved as routine	Intergovernmental relations is a part of DEP's External Affairs function that furthers DEP's mission by assisting in coordination amongst different government agencies.	Yes
20	Human Resources and other Personnel Matters	DEP discloses identifying information for the purpose of investigation and implementation of informal and formal disciplinary action against an employee. DEP's disclosure of identifying information are required and set forth by City-wide policies and procedures.	Pre-approved as routine	Disciplinary action is a part of the labor relations function that helps maintain DEP's workforce.	Yes
21	Human Resources and other Personnel Matters	DEP discloses certain identifying information for the purpose of creating and developing best Equal Employment Opportunity (EEO) practices for workforce training and participating in public events to promote diversity in the workplace.	Pre-approved as routine	EEO diversity training is a part of the labor relations function to help maintain DEP's workforce.	Yes

22	Human Resources and other Personnel Matters	DEP discloses identifying information for the purpose of handling employee EEO-related inquiries, requests and complaints on behalf of the whole agency. DEP's disclosure of identifying information are required and set forth by City-wide policies and procedures. EEO investigation is a part of the labor relations function that helps maintain DEP's workforce.	Pre-approved as routine	EEO investigation is a part of the labor relations function that helps maintain DEP's workforce.	Yes
23	Human Resources and other Personnel Matters	DEP discloses certain identifying information for the purpose of resolving concerns and grievances brought by employees or by unions on behalf of their members. DEP's collection and retention of identifying information are required and set forth by City-wide policies and procedures.	Pre-approved as routine	Labor relations is a function that helps maintains the Agency's workforce.	Yes
24	Law Enforcement	DEP discloses certain identifying information for the purpose of providing police enforcement activities on DEP property, such as issuance of summons, tickets, notice of warnings, court proceedings, and other	Pre-approved as routine	Police enforcement is a part of DEP's Law Enforcement and Security function aimed to protect agency employees, facilities, and visitors against vandalism, sabotage and the threat of terrorism.	Yes

		related police enforcement information.			
25	Public Safety and Health	DEP discloses certain identifying information for the purpose of responding to emergency and non-emergency related situations occurring on DEP property, including responses to chemical incidents. The categories of information covered by this designation include complaint forms/reports, incident reports, inspection reports, and other related emergency/non-emergency response information.	Pre-approved as routine	Emergency/non-emergency responses are part of DEP's Law Enforcement and Security function aimed to protect agency employees, facilities, and visitors against vandalism, sabotage, the threat of terrorism and environmental hazards.	Yes
26	Utilities & Infrastructure	DEP discloses certain identifying information for the purpose of creating and maintaining security plans/systems/procedures, such as security clearance forms, access cards, security footage, and other related security information.	Pre-approved as routine	Security is a part of DEP's Law Enforcement and Security function aimed to protect agency employees, facilities, and visitors against vandalism, sabotage and the threat of terrorism.	Yes
27	Legal Matters or Proceeding	DEP discloses certain identifying information for the purpose of representing DEP at administrative hearings for tickets issued to the public for	Pre-approved as routine	Representation of DEP at administrative hearings is a legal function to help enforce environmental regulations.	Yes

		environmental regulatory violations. DEP's collection and retention of identifying information are required and set forth by City-wide policies and procedures.			
28	Legal Matters or Proceeding	DEP disclosure certain identifying information for the purpose of providing legal services related to agency employment matters on behalf of DEP and its employees, such as conflicts of interest waivers, employee expense documents, employee discrimination/retaliation claims, and other related employment matters. DEP's disclosure of identifying information are required and set forth by City-wide policies and procedures	Pre-approved as routine	Employment matters is a legal function that helps ensure the agency's compliance with legal employment policies.	Yes
29	Response to a Request or Demand	DEP disclosure identifying information for the purpose of seeking advice regarding requests for information under FOIL, or as part of information released in response to a FOIL request, provided appropriate agency personnel determines that disclosure of such information is	Pre-approved as routine	FOIL is a legal function that ensures the agency's compliance with FOIL statutes.	Yes

		permissible under applicable law.			
30	Legal Matters or Proceeding	DEP disclosure certain identifying information for the purpose of providing legal advice to the Agency, or on behalf of the Agency to public, governmental agencies, and internal inquiries; legal advice on environmental projects; and entering into agreements. The categories of information covered by this designation include inquiries, agreements, consent orders, project plans and other related legal/compliance issues.	Pre-approved as routine	Providing legal advice is a legal function that helps ensure compliance with laws and regulations.	Yes
31	Legal Matters or Proceeding	DEP discloses certain identifying information for the purpose representing and handling litigation-related issues on behalf of the agency. The categories of information covered by this designation include contract disputes, demand letters, preservation notices, discovery requests, requests for legal representation, affirmative claims, subpoenas, criminal investigation inquiries, and	Pre-approved as routine	Litigation support is a legal function that helps the agency bring or defend litigation and handle contract disputes.	Yes

		other related litigation information.			
32	Legal Matters or Proceeding	DEP discloses certain identifying information for the purpose of approving contracts for the procurement of goods, services and land, and other related transactional activities on behalf of DEP and its employees. DEP's collection, retention and disclosure of identifying information are required and set forth by City-wide policies and procedures.	Pre-approved as routine	Contract review/approval is a legal function and is required by the City's contract/procurements rules and procedures.	Yes
33	Client or Customer Service	DEP discloses certain identifying information for the purpose of collecting money owed for water and sewer services provided to the public and to inform the public about certain DEP programs. The categories of information covered by this designation include water/sewer bills, customer payments, payment agreements, court documents, billing adjustments, collection agency referrals, notification of programs, customer information	Pre-approved as routine	Customer Billing and Collections is an important part of DEP's operational function because it collects money for services the agency provides.	Yes

		verification, and other related billing/collections information.			
34	Utilities & Infrastructure	DEP discloses certain identifying information for the purpose of inspecting, operating, maintaining, and repairing DEP facilities and infrastructure, such as water/sewer maintenance yards, water and sewer mains, reservoirs, water/wastewater treatment plants, etc. The categories of information covered by this designation include reports, database system management, work orders, complaints, maintenance records, investigations, maps/surveys, and other related facility/infrastructure operations information.	Pre-approved as routine	Facility/Infrastructure Operations ensures that DEP-related hardware are running smoothly and have the resources to provide its services.	Yes
35	Public Safety and Health	DEP discloses certain identifying information for the purpose of testing/monitoring air/water/wastewater issues, providing laboratory support to operations, providing data support to research/planning, and	Pre-approved as routine	Laboratory Analysis and Monitoring assists DEP's operational functions by providing necessary data to DEP employees and the public.	Yes

		disclosure of data to government agencies and members of the public.			
36	Utilities & Infrastructure	DEP discloses certain identifying information for the purpose of issuing and obtaining permits necessary to run DEP operations/facilities, such as wastewater treatment plants, water treatment plants, and other DEP related facilities/operations.	Pre-approved as routine	Issuing and obtaining permits are part of DEP's operational function to ensure that DEP and the public are compliant with environmental regulations and procedures.	Yes
37	Environment	DEP discloses certain identifying information for the purpose of managing environmental projects for the agency in furtherance of DEP's operations and goals. This category includes project management for capital construction projects.	Pre-approved as routine	Project management has a large role in the agency as part of DEP's operational function because it ensures that the capital construction projects are being carried out correctly, which advance DEP's environmental initiatives and ensures these projects are correctly carried out.	Yes
38	Environment	DEP discloses certain identifying information during the course of obtaining research and providing data to DEP to guide internal practices, and the public for outreach on environmental issues.	Pre-approved as routine	Environmental Research and Review is a part of DEP's Policy and Planning function that focuses on providing certain research and monitoring data to guide internal practices and public outreach related to environmental issues	Yes

39	Environment	DEP discloses certain identifying information for the purpose of creating and proposing policies/rules internally, in other government agencies, and proposing rules and regulations at the city/state/federal level.	Pre-approved as routine	DEP's Policy and Planning function that seeks environmental initiatives and procedures at different levels of government.	Yes
40	Environment	DEP discloses certain identifying information for the purpose of creating and developing projects, including capital construction projects, on behalf of the agency in furtherance of DEP's operations and goals. The categories of information covered by this designation include project design, contract records to obtain contractors/equipment, permits, and other related project planning information.	Pre-approved as routine	Project planning, such as capital construction projects, is a part of DEP's Policy and Planning function that enables DEP to create the infrastructure and contract the resources needed to carry out the agency's environmental initiatives.	Yes
41	Environment	DEP discloses certain identifying information for the purpose of development and implementation of projects related to regulatory compliance, emergency planning, and the creation	Pre-approved as routine	Planning is a part of DEP's Policy and Planning function that ensures DEP's projects have workflows that are compliant with environmental regulations and best practices.	Yes

		of standard operating procedures and guidelines to be followed by the agency. The categories of information covered by this designation include data analyses, reports, complaints/issues, and other related strategic planning information.			
42	Human Resources and other Personnel Matters	DEP discloses certain identifying information for the purpose of training their employees in a particular skillset to aid in the performance of their daily agency responsibilities.	Pre-approved as routine	Employee training is a professional development function to help employees learn or maintain the skills needed for their job responsibilities.	Yes
43	Human Resources and other Personnel Matters	DEP discloses certain identifying information for the purpose of tracking training and certifications issued to DEP employees.	Pre-approved as routine	Tracking employee training/certification is a professional development function that helps the agency identify the work that employees are certified to handle and maintain the employee's competency or requirements for their job title.	Yes
44	Technology	DEP discloses certain identifying information for purpose of developing applications that support the agency's activities,	Pre-approved as routine	Application development is a technical service that supports DEP employee's in their daily operations	Yes

		including applications that are used by the public.			
45	Incident Management	DEP discloses certain identifying information for purpose of securing agency networks, systems, and data against internal and external attacks, damage and unauthorized access, monitor for and investigate incidents, and evaluate cybersecurity products and applications.	Pre-approved as routine	Cybersecurity services are technical services that protect the agency's electronic infrastructure and data.	Yes
46	Technology	DEP discloses certain identifying information for purpose of developing, administering, and supporting database systems for the whole agency.	Pre-approved as routine	Database systems are technical services that allow DEP employees to store information during the performance of their daily operations.	Yes
47	Technology	DEP discloses certain identifying information for purpose of administering local and wide area network infrastructure, backup and recovery of the agency's data, and providing telecommunications and networking services for the entire agency.	Pre-approved as routine	Providing network infrastructure and telecommunications are technical service functions that provide support to DEP employees in their daily operations.	Yes
48	Technology	DEP discloses certain identifying information for the purpose of providing	Pre-approved as routine	Providing I.T. support is a technical service function that	Yes

		I.T. support to DEP employees.		helps support DEP employees in their daily operations.	
49	Human Resources and other Personnel Matters	DEP discloses limited identifying information for the purposes of responding to COVID-19.	Pre-approved as routine	The steps taken by this agency were either required by other government agencies or were necessary to protect	Yes

For each **disclosure**, select the type of entity **and** provide the name of the entity that received the identifying information.

	Type of Entity	Name of Entity
1	City Agency	City agencies, including the NYC Law Department, Mayor's Office, Office of Management and Budget (OMB), NYC Department of Citywide Administrative Services (DCAS), NYC Comptroller, etc, for the purpose of processing contracts and procurement of goods, services, and land.
1	Other Private Sector Company	Vendors, Contractors, Consultants who have entered into agreements with the agency so that such entities or persons may carry out their roles and responsibilities under such agreements.
2	City Agency	NYC Office of Management and Budget (OMB) for the purpose of obtaining money for DEP to make payments and approval of raises/overtime compensation
3	Other Private Sector Company	Property Management Firm for the purposes of addressing complaints related to DEP facilities and create work orders to fix these issues.
3	City Agency	NYC Department of Citywide Administrative Services for the purposes of coordinating auctions, sales and logs of surplus equipment relinquishment.
4	City Agency	City Agencies handling Human Resource services to comply with city-wide policies and procedures.
4	Healthcare Organization	Medical insurance providers for insurance coverage for DEP employees.
4	Other Nonprofit	Unions
4	Other Private Sector Company	Various private sector entities by the request and with the permission of the DEP employee, such as applications for new jobs, purchase of a home, obtaining a mortgage, etc.
5	City Agency	City agencies handling audits of agency contracts and payments
5	Consulting Firm	Consulting firms hired by DEP to handle audits of agency contract and payments
6	City Agency	DEP communications to anyone internally and externally which may be required to support

7	City Agency	DCAS, for the purpose of registering employees with the City's Fleet Share program and tracking motor vehicle accidents.
7	Other Private Sector Company	Insurance companies of people involved in motor vehicle accidents with DEP employees
8	City Agency	NYC Department of Records and Information Services (DORIS) for the purpose of records management, archiving and preservation.
9	Consulting Firm	Contractors, consultants, property managers, property owners looking to register their devices with DEP to comply with air/noise regulations and apply for permits with DEP.
9	City Agency	City agencies as part of a regulatory process to comply with statutes. An example includes NYC Department of Buildings, where building owners have to get DEP approval for how they plan to handle asbestos prior to DOB approval of their construction plan.
9	State Agency	State agencies, including the NYS Department of Health (DOH), NYS Department of Environmental Conservation (DEC), and any other regulatory agencies that handle violations or noncompliance of environmental laws or regulations.
10	State Agency	State agencies, including DEC and DOH, to inform them of any violations or noncompliance of environmental laws or regulations
10	City Agency	City agencies, such as New York Police Department (NYPD), Fire Department of NY (FDNY), NYC Department of Sanitation (DSNY), or DOB to jointly investigate violations of environmental regulations (such as noise violations).
11	City Agency	Office of Administrative Trials and Hearings (OATH) to conduct administrative hearings related to violations of environmental regulations issued by DEP to the public.
12	State Agency	NYS Department of Motor Vehicles (DMV) for the administration of the Asbestos Certification Program, as the DMV issues Asbestos worker photo identification cards.
12	Other Private Sector Company	Asbestos companies or public individuals that are looking for or verifying certified asbestos handlers.
13	Consulting Firm	Consultants and Contractors providing safety recommendations and services related to EHS issues.
14	City Agency	City agencies, including the NYC Department of Investigation (DOI), NYC Department of Human Resource Administration (HRA), and/or NYC Law Department to investigate work place violence cases. FDNY to obtain required Certificates of Fitness.
14	Federal Agency	Bureau of Labor Statistics as oversight agency with respect to EHS statistics, and OSHA.
15	Healthcare Organization	Medical providers to providing medical monitoring for specific work assignments.
15	Other Private Sector Company	Contractors related to auditing safety construction plans and ensuring safety procedures are met.

16	Other Private Sector Company	Contact information of individuals to or from trade associations/partner organizations who requested more information on educational programs to prevent environmental regulatory violations.
	<i>Type of Entity</i>	<i>Name of Entity</i>
17	Media Outlet	DEP employee work contact information may be disclosed to media outlets during dissemination of DEP press releases/information.
18	Educational Institution	Disclosure of attendance lists to partner organizations for attendees who have expressed interest in obtaining more environmental educational materials.
19	City Agency	City Agencies, including the Mayor's Office or Borough Presidents that may be investigating claims made on behalf of their constituents.
20	City Agency	City agencies, including the Mayor's Office of Labor Relations, the NYC Law Department, NYC Office of Collective Bargaining, OATH, NYC Commission on Human Rights involved in disciplinary actions against a DEP employee.
20	State Agency	NYS Division of Human Rights, state courts
20	Federal Agency	Federal Courts
20	Other Nonprofit	Labor Unions
20	Healthcare Organization	CDL Random Screening Vendor
20	Other Private Sector Company	Fit-For-Duty exam vendor
21	City Agency	City agencies may be provided contact information to create events to promote diversity in the workplace.
22	City Agency	City agencies, including DCAS, Mayor's Office, OATH, NYC Law Dept, that handle employment discrimination complaints, requests for reasonable accommodations, and other EEO-related inquiries, concerns or requests, as required by law and City-wide policies.
23	City Agency	City agencies, including DCAS, Mayor's Office, OATH, NYC Law Dept, that handle grievances brought by employees or by unions on behalf of their members.
23	State Agency	NYS Division of Human Rights, state courts
23	Federal Agency	US Equal Employment Opportunity Commission, federal courts
24	City Agency	District attorney's office, city and local courts
24	State Agency	NYS DMV, NYS Police, State Courts
24	Federal Agency	Federal law enforcement, including FBI, Department of Homeland Security; federal courts

25	City Agency	City and upstate local agencies/authorities that are informed of DEP responses to emergency and non-emergency responses, such as hazardous material spills, etc.
26	City Agency	DOI to conduct background checks for security clearance of visitors going to DEP secured facilities.
27	City Agency	OATH for the purpose of representing DEP in administrative hearings.
28	City Agency	City agencies, including the NYC Conflict of Interest Board and the NYC Law Department, for the purpose of providing legal advice
28	State Agency	NYS Division of Human Rights, state courts
28	Federal Agency	US Equal Employment Opportunity Commission, federal courts
29	The Public	Identifying information is provide only if it is not covered by a FOIL exemption.
30	City Agency	NYC Law Department
30	State Agency	NYS Department of Environmental Conservation, state courts
30	Federal Agency	Environmental Protection Agency, federal courts
31	City Agency	City agencies, including the NYC Comptroller's Office and NYC Law Department for the purpose of settling claims/lawsuits.
31	State Agency	State agencies, including the state courts, District Attorney's Office
	<i>Type of Entity</i>	<i>Name of Entity</i>
31	Federal Agency	Federal Courts, law enforcement
31	Other Private Sector Company	Contractors during contract disputes
32	City Agency	City agencies such as the NYC Law Department
32	Other Private Sector Company	Contractors, consultants
33	City Agency	City agencies, including the New York City Law Department, Department of Finance related to lien sales, and Department of Housing Preservation and Development for water collections on properties in their portfolio.
33	Other Private Sector Company	Expeditors for billing program or disputes, with the authorization from owner to obtain information.
33	Other Private Sector Company	Outside contractors for DEP robocall campaigns notifying them of DEP services and collection agencies for delinquent DEP customer bills.
33	Other Private Sector Company	Mortgage companies inquiring about customer billing information as part of their due diligence.
34	State Agency	State agencies, including NYS DEC, MTA, NYS Parks Department, NYS DOT, etc. to notify and coordinate DEP operational issues or emergency responses that may affect them or be related to their operations.

34	City Agency	City agencies, and the public to notify and coordinate DEP operational issues or emergency responses that may affect them or be related to their operations. This includes Mayor's Office, Office of Emergency Management, DOT, FDNY, NYPD, etc.
34	Other Private Sector Company	Utility companies, including Con Edison, Verizon, National Grid, etc. related to emergency response
35	City Agency	City agencies, including the NYC DOHMH, related to water complaints from customers, water sample results from homes, lead notification letters, and laboratory analysis results/reports.
36	State Agency	State regulatory agencies, including the NYS DEC, to apply for permits and to meet compliance requirements, such as air permits, industrial pre-treatment programs, and treatment plant operations.
37	Consulting Firm	Contractors, consultants, vendors, and manufacturers to manage construction projects, consultation during the life of a project, making changes to construction plans, correcting defects, etc.
37	City Agency	City agencies, including the NYC Department of Design and Construction, for the purpose of joint ventures and construction projects.
38	City Agency	City agencies for the purpose of environmental research and reports created and disclosed by DEP.
38	State Agency	State agencies for the purpose of environmental research and reports created and disclosed by DEP.
38	Federal Agency	Federal agencies for the purpose of environmental research and reports created and disclosed by DEP.
39	City Agency	City/local agencies during the course of suggested rule proposals and policies related to environmental issues.
39	State Agency	State agencies during the course of suggested rule proposals and policies related to environmental issues.
39	Federal Agency	Federal agencies during the course of suggested rule proposals and policies related to environmental issues.
40	City Agency	Regulatory agencies for the purpose of compliance with regulations and application for permits for agency projects, including capital construction projects.
40	State Agency	Regulatory agencies for the purpose of compliance with regulations and application for permits for agency projects, including capital construction projects.
40	Federal Agency	Regulatory agencies for the purpose of compliance with regulations and application for permits for agency projects, including capital construction projects.

40	Consulting Firm	Consultants, contractors, vendors and manufacturers for construction projects, such as planning of projects, design work, consultation of plans, etc.
41	City Agency	City/local government agencies, first responders, and public safety agencies during the course of planning and executing emergency plans and emergency drills.
41	State Agency	State agencies, including the NYS DEC, during the course of planning and executing emergency plans and emergency drills.
42	City Agency	DCAS to provide certifications to DEP employees upon completion of training..
42	Educational Institution	Education institutions to provide certifications to DEP employees upon completion of training.
43	City Agency	NYC DCAS to track certifications obtained by DEP employees upon completion of training.
43	Educational Institution	Educational institutions to track certifications obtained by DEP employees upon completion of training.
44	Consulting Firm	Consultants, contractors, and vendors for the purpose of procuring products or services as part of Information Technology's (I.T.) development and maintenance of application products used by DEP employees and the public.
45	City Agency	City agencies, including NYC DOITT, NYC Cyber Command, NYC Law Department, and the Mayor's Office, during investigations and responses to data breaches and cyber attacks.
45	Federal Agency	Federal agencies, including the FBI, during investigations and responses to data breaches and cyber attacks.
45	Consulting Firm	Consultant security firms during investigations and responses to data breaches and cyber attacks.
46	Consulting Firm	Consultants, contractors, and vendors for the purpose of Information Technology's (I.T.) development and maintenance of databases used by DEP employees.
47	Consulting Firm	Consultants, contractors, and vendors for the purpose of Information Technology's (I.T.) development and maintenance of DEP communication networks and data backups.
48	Consulting Firm	Consultants, contractors, and vendors to provide IT support to DEP employees.
48	City Agency	City agency such as OTI and/or Cyber command to provide IT support for DEP employees.
49	City Agency	City and local agencies involved in handling COVID response and contact tracing, including Health and Hospital Corporation.
49	State Agency	NYS agencies involved in COVID response and contact tracing.

Please add additional rows, if needed

MODEL PROTOCOL FOR HANDLING THIRD PARTY REQUESTS FOR INFORMATION HELD BY CITY AGENCIES

April 2017

