

Community Board Identifying Information Law Report

(Due by July 31, 2022)

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

For any questions, contact PrivacyOfficer@cityhall.nyc.gov. The information in this report will be public.

By July 31, 2022, submit this report to:

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

Community Board:	Date of Report:
7/6-2022	

1. Specify the types of identifying information your community board collects or discloses (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 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 checked="" type="checkbox"/> Date and/or time of release from custody of ACS, DOC, or NYPD <input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<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 type="checkbox"/> Device identifier including media access control MAC address or Internet mobile equipment identity (IMEI) <input type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual <input type="checkbox"/> Internet protocol (IP) address <input checked="" type="checkbox"/> Social media account information
<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):</p>	

2. Using the table below, describe why the community board collects and discloses identifying information, mark how each is classified under the IIL, and explain why each furthers the mission of the community board.

Use, edit or delete the suggested responses as applicable. Add new rows as needed.

Description of why the board collects or discloses identifying information	Classification	Why the community board's collection or disclosure furthers the mission of the board
Constituent services and case management	<input type="checkbox"/> Routine <input checked="" type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information in the regular course of case management furthers the board's mission to resolve constituent complaints.
Human resource functions related to board membership and employment	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information for human resource functions supports the community board's duty to appoint board members, a district manager, and other staff as needed.
Holding community board meetings, including tracking attendance and publishing meeting minutes	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information furthers the board's mission to conduct meetings to assess the community's needs and receive feedback on government projects.
Maintaining mailing lists	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information to maintain mailing lists supports the board's mission to conduct public outreach.
Fulfilling FOIL requests	<input type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests.	The community board discloses identifying information when fulfilling Freedom of Information Law requests, as required by the New York State Public Officers Law. <i># Never been FOILed</i>

3. Specify the types of entities that request or propose disclosures of identifying information from your community board (check all that apply):

- City agencies
- Board members
- Members of the public
- Nonprofit organizations
- Other (please describe):

4. Does the community board have policies¹ regarding requests or proposals for disclosure of identifying information? Yes No
Written or email request must be made. Determination by APO whether to disclose.
If yes, describe:

5. Does the community board utilize legal agreements for the disclosure of identifying information? Yes No
If yes, describe how and when the board uses them:

6. Does the community board have policies addressing when to classify disclosures as routine or as needed in exigent circumstances (such as emergencies)? Yes No
If yes, describe:

¹ E.g., the Model Protocols for Third-Party Requests.

(a) Does the community board have policies addressing access to identifying information by employees, contractors, and subcontractors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe:</u>
(b) If you answered Yes to 6(a), do the policies specify that access to identifying information is only given when necessary to perform their duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(c) If you answered Yes to 6(a), are the policies implemented in a way that minimizes access to identifying information as far as possible while still furthering the purpose or mission of the community board?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(d) Has the community board considered or implemented any alternative policies to minimize the disclosure of identifying information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe:</u>

7. Which kinds of employees have been authorized by the community board's agency privacy officer to disclose identifying information (after it has been approved by the APO)?

All must be approved by the District Manager/APO.

8. Assess the impact of the Identifying Information Law and the Chief Privacy Officer's Privacy Policies and Protocols on the community board's identifying information processes.

No negative impact
 Negative impact

If there is any negative impact, describe:

Preparer of Report:	
Title: <i>District Manager</i>	
Email: <i>jlauder@cb.nyc.gov</i>	Phone: <i>718 854-0003</i>

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW			
Agency Head (or designee): <i>Lauder Jeremy Lauder</i>			
Title:	<i>District Manager</i>		
Email:	<i>jlauder@cb.nyc.gov</i>	Phone:	<i>718 854-0003</i>
Electronic Signature:	<i>*</i>	Date:	<i>7/27/22</i>

The DM refuses to use an electronic signature.