

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:	10 Brooklyn	July 28, 2022	
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1. Specify the types of identifying information your community board collects or discloses (check all that apply):	
☒ Name ☐ Social security number (full or last 4 digits) ☐ Taxpayer ID number (full or last 4 digits)	<u>Work-Related Information</u> ☐ Employer information ☐ Employment address
<u>Biometric Information</u> ☐ Fingerprints ☐ Photographs ☐ Palm and handprints ☐ Retina and iris patterns ☐ Facial geometry ☐ Gait or movement patterns ☐ Voiceprints ☐ DNA sequences	<u>Government Program Information</u> ☐ Any scheduled appointments with any employee, contractor, or subcontractor ☐ Any scheduled court appearances ☐ Eligibility for or receipt of public assistance or City services ☐ Income tax information ☐ Motor vehicle information
<u>Contact Information</u> ☒ Current and/or previous home addresses ☒ Email address ☒ Phone number	<u>Law Enforcement Information</u> ☐ Arrest record or criminal conviction ☐ Date and/or time of release from custody of ACS, DOC, or NYPD ☐ Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<u>Demographic Information</u> ☐ Country of origin ☐ Date of birth ☐ Gender identity ☐ Languages spoken ☐ Marital or partnership status ☐ Nationality ☐ Race ☐ Religion ☐ Sexual orientation	<u>Technology-Related Information</u> ☐ Device identifier including media access control MAC address or Internet mobile equipment identity (IMEI) ☐ GPS-based location obtained or derived from a device that can be used to track or locate an individual ☐ Internet protocol (IP) address ☐ Social media account information
<u>Status Information</u> ☐ Citizenship or immigration status ☐ Employment status ☐ Status as victim of domestic violence or sexual assault ☐ Status as crime victim or witness	(This section is merged into the Technology-Related Information section above)
<u>Other Types of Identifying Information</u> (list below):	

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	X Routine ☐ Case-by-case ☐ 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.
Holding community board meetings, including tracking attendance and publishing meeting minutes	X Routine ☐ Case-by-case ☐ 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	X Routine ☐ Case-by-case ☐ 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	X Routine ☐ Case-by-case ☐ 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. Complainant Identifying Information is redacted

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? Community Board 10 Brooklyn policy is to NOT disclose identifying information unless needed to complete service delivery requests, i.e. a watermain break in front of someone's home and the City Agency needs to contact the homeowner.

X Yes ☐ No
If yes, describe:

5. Does the community board utilize legal agreements for the disclosure of identifying information?

☐ Yes
X 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)? Community Board 10 Brooklyn policy is to NOT disclose identifying information unless needed to complete service delivery requests which is imminent, an emergency or urgency for example watermain break

X Yes ☐ No
If yes, describe:

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

in front of someone's home and the City Agency needs to contact the homeowner for access inside the home.	
(a) Does the community board have policies addressing access to identifying information by employees, contractors, and subcontractors? Community Board 10 is a small agency with only 2 full-time and one part-time employee. It is the policy of Community Board 10 to protect all identifying information and to only share with City Agencies when absolutely necessary and then only with permission.	Yes <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?	X Yes ☐ No ☐ 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?	X Yes ☐ No ☐ N/A
(d) Has the community board considered or implemented any alternative policies to minimize the disclosure of identifying information? It is Community Board Ten policy to not disclose any identifying information unless needed and only with the expressed consent of the individual.	X Yes ☐ 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)?
Community Boards are small non-mayoral agencies with only 2 full time employees. Only the full time Community Coordinator is approved to disclose identifying information when approved by the 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.	X No negative impact ☐ Negative impact <u>If there is any negative impact, describe:</u>
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ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW			
Agency Head (or designee): Josephine Beckmann			
Title:	District Manager		
Email:	jbeckmann@cb.nyc.gov	Phone:	718-745-6827
Electronic Signature:	<i>Josephine Beckmann</i>	Date:	7/28/2022