



**Quarterly Report of the Chief Privacy Officer
on Agency Disclosures
Made Under Exigent Circumstances
or in Violation of the Identifying Information Law***

Reporting Period: December 16, 2021, through March 15, 2022

*This report is compiled in accordance with the requirements of Section 23-1202 of the New York City Administrative Code, which requires the Chief Privacy Officer to submit a quarterly report containing an anonymized compilation or summary of such disclosures to the Speaker of the City Council.

Description	Total
Total number of disclosure(s) reported by agencies as made under exigent circumstance(s): (N.Y.C. Admin. Code § 23-1202(d))	0
Total number of disclosure(s) reported by agencies as made in violation of the Identifying Information Law: (N.Y.C. Admin. Code § 23-1202(c)(4))	28

For the reporting period December 16, 2021, through March 15, 2022, City agencies and offices have reported disclosures made under exigent circumstances or in violation of the Identifying Information Law as summarized below.

Type of disclosure reported	Summary description
Disclosure in Violation of the Identifying Information Law** (2)	In three instances, agency mistakenly mailed documents containing identifying information to one client that were intended for another client. The agency notified the individuals whose identifying information was disclosed.
Disclosure in Violation of the Identifying Information Law** (14)	In fourteen instances, agency employees used an agency databases to conduct unauthorized searches on individuals and disclosed the information to unauthorized parties. The agency reported remedial measures, internal investigations, and review to mitigate any risk of harm or future disclosure.
Disclosure in Violation of the Identifying Information Law** (2)	In two instances, agency employees improperly disclosed identifying information about individuals to unauthorized parties. The agency reported remedial measures, internal investigations, and review to mitigate any risk of harm or future disclosure.
Disclosure in Violation of the Identifying Information Law** (2)	In two instances, agency employees improperly recorded and shared agency video footage via a messaging application. The agency is investigating remedial measures.
Disclosure in Violation of the Identifying Information Law (2)	In two instances, agency contractor and agency employee improperly forwarded client information to unauthorized recipients. The agency requested that the information be destroyed.
Disclosure in Violation of the Identifying Information Law	Agency employee inadvertently emailed an individual's identifying information to more recipients than was intended. The agency requested that each unintended recipient delete the information. The agency notified the affected individual and is undertaking remedial measures.
Disclosure in Violation of the Identifying Information Law	Agency inadvertently disclosed a vendor's and vendor's employee's information on its public website. The agency removed this information when it became aware of the error.
Disclosure in Violation of the Identifying Information Law	Agency employee inadvertently indexed client information into other clients' files, resulting in disclosures of the mis-indexed clients' information. The agency is investigating remedial measures.



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Disclosure in Violation of the Identifying Information Law (2)	In two instances, agency staff mailed and emailed client information to improper recipients. The agency notified the affected individuals in both cases.
Disclosure in Violation of the Identifying Information Law	Agency employee inadvertently emailed a testing document containing identifying information to an unrelated business's email domain. The agency reported diligent efforts to contact the business to determine whether the testing document was received but did not receive any responses.

**Past instances reported by agency in current quarter.

Submitted by: *Aaron Friedman, Principal Senior Counsel*
[Aaron Friedman, Principal Senior Counsel \(Mar 25, 2022 10:14 EDT\)](#)
Office of Information Privacy, City of New York

Date: March 25, 2022