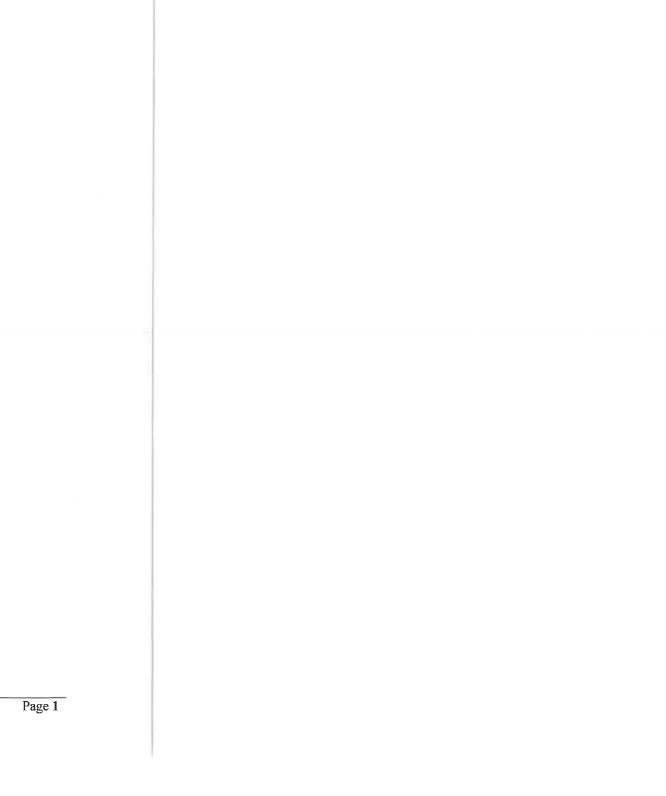
AGENCY REPORT (due on or before July 31, 2018, and by July 31 every two years thereafter)

Agency:	Depa	Department of Youth and Community Development.				
Agency Privacy Officer		ficer:	Caroline Press			
Email:	cpress@e	cpress@dycd.nyc.gov		Telephone:	646 343 6270	
Date of Report:		July 31, 2	2018			

Check all that apply. ⊠Name	☑ Date of Birth
⊠Current and/or previous home addresses	⊠Place of Birth
⊠Gender identity	⊠Race
⊠Sexual orientation	☑ Marital or partnership status
☐ Contact information (e.g., phone or email)	⊠Citizenship/immigration status
⊠ Religion	⊠Nationality
⊠Employment status	⊠Country of origin
⊠ Employer information	⊠Languages spoken
⊠Employment address	⊠ Social media account information
☑Motor vehicle information	⊠Income tax information
⊠Biometric information	⊠Any scheduled court appearances
☑Eligibility for/receipt of public assistance or city services	⊠ Arrest record or criminal conviction
Status as victim of domestic violence or sexual assault	⊠ Status as crime victim or witness
☐ Date and/or time of release from custody of ACS, DOC, or NYPD	⊠ Any scheduled appointments with any employee, contractor, or subcontractor
☐ Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD	⊠ Social Security Number

2. Specify the reasons why collection and retention of identifying information specified above furthers the purposes or mission of your agency.

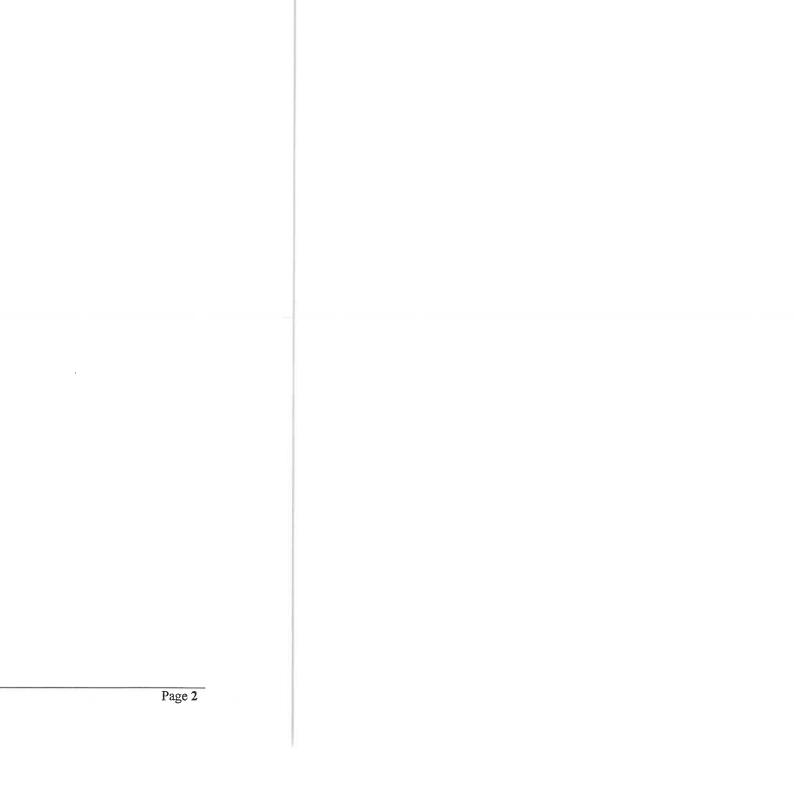
Identifying Information Law
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s the youth services and community development agency for the City, DYCD's mission is to alleviate the effects of poverty and to provide opportunities for New Yorkers and communities to flourish. DYCD accomplishes this objective by funding a ide range of human services, through contracts with non profit organizations. The program areas DYCD funds and oversees clude afterschool programs, literacy programs, runaway and homeless youth programs, workforce programs, and ommunity centers. DYCD collects and retains identifying information necessary to the administration/oversight of the rograms funded by the agency, as well as the agency's internal operations. The collection and retention of identifying formation serves to further DYCD's mission by allowing for evaluation and appropriate oversight; creating opportunities or synergies among program areas and funded contractors; and enabling program participants to avail themselves of other ty or DYCD-funded opportunities.
N.Y.C. Admin. Code §23-1205(1)(f)
Describe the types of collections and disclosures classified as: (1) pre-approved as "routine," (2) pre-approved as routine by APOs of two or more agencies, or (3) approved by the APO on a case-by-case basis.

Describe the Collection or Disclosure	Classification Type
Information collected from and concerning DYCD funded program participants as part of their registration/participation in the programs.	 ☑Pre-approved as routine ☑Approve as routine by two or more agencies ☑Approved by APO on a case-by-case basis
Information collected and disclosed as part of the administration and oversight of funded programs, by both DYCD and its oversight agencies.	□ Pre-approved as routine □ Approve as routine by two or more agencies □ Approved by APO on a case-by-case basis Y.C. Admin. Code §23-1205(1)(b)
4. If applicable, specify the types of collections and disclosures approved by the Chief Pri Add additional rows as needed. Describe Type of Collection or Disclosure	
N/A	

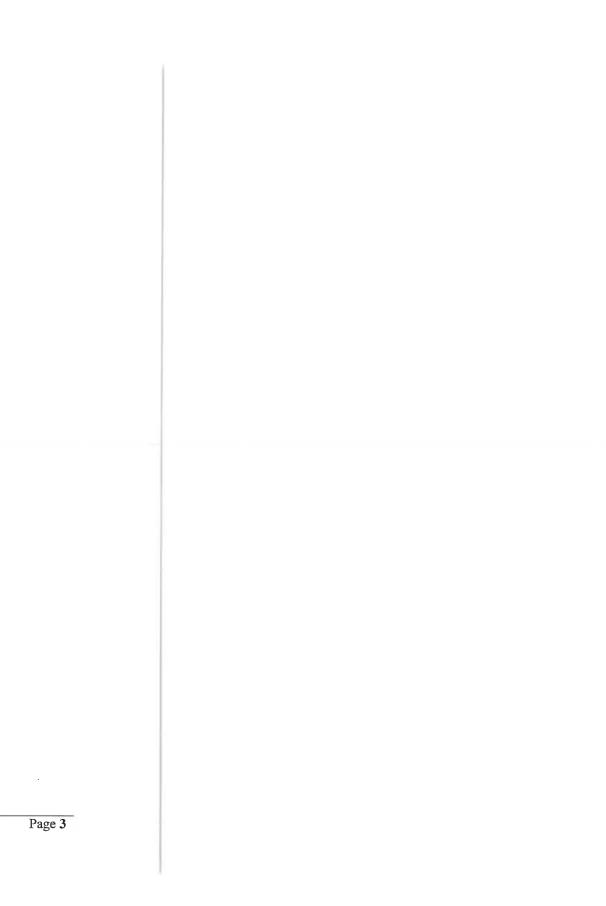
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		N.Y.C. Admi	n. Code §23-1205(1)(b
5.	Describe the agency's current policies regardi authorities or local public benefit corporations,	ing requests for disclosures from other City age, and third parties.	ncies, local public
diso	closure is allowed by law and furthers a legitimate	agement, including Office of Legal Affairs, to make interest that advances the purpose or mission of the before any disclosure to other city agencies or third Affairs.	the agency. DYCI
6.	Do the above policies address access to or contractors, and subcontractors?	use of identifying information by employees,	⊠ Yes □ No
7.	If YES, do such policies specify that access t performance of their duties?	o such information must be necessary for the	⊠ Yes □ No
8.	Describe whether the policies are implemented in a manner that minimizes such access to the greatest extent possible while furthering the purpose or mission of the agency.	DYCD endeavors to ensure that access to any id or confidential information is limited to those with for such access.	
		N.Y.C. Admin. Code §§23	i-1205(1)(c)(1), and (4
9.	Describe the agency's current policies information to other City agencies, local pathird parties.	for handling proposals for disclosures public authorities or local public benefit cor	of identifying porations, and
		hat any such disclosure is allowed by law and fur- agency. DYCD typically requires a written agreeme	

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10. Describe the agency's current policies regarding the classification of disclosures as necessitated by the existence of exigent circumstances or as routine.

DYCD's current policy is for DYCD staff to contact the Office of Legal Affairs in the event that they receive a request for information that is in any way unusual; an agency attorney will review the request and determine the appropriate response, in accordance with applicable laws and city policies, including the Model Citywide Protocol for Handling Third Party Requests for Information Held by City Agencies.

N.Y.C. Admin. Code §23-1205(1)(c)(3)

11. Describe the agency's current policies regarding which divisions and categories of employees within an agency make disclosures of identifying information following the approval of the privacy officer.

The agency division or category of employee that makes disclosures of identifying information on behalf of DYCD depends on the nature of the information, where it 'resides' in the agency, and which unit is best suited to handle the actual disclosure. For information that is maintained on a database, DYCD's IT unit may be involved. DYCD strives to involve as few people as possible in any disclosure of identifying information.

N.Y.C. Admin. Code §23-1205(1)(c)(4)

12. Describe whether the agency has considered or implemented, where applicable, any alternative policies that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the purpose or mission of such agency.

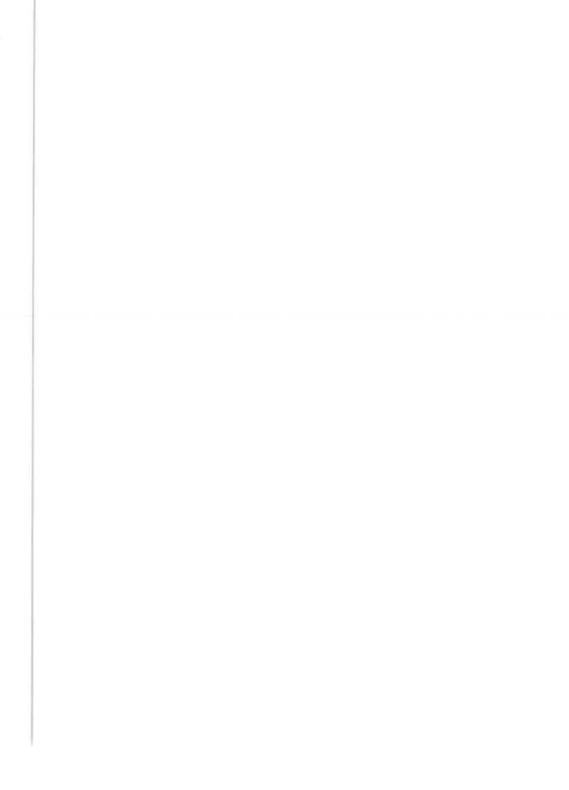
See above. As part of an ongoing project to universalize agency procedures and integrate separate databases, DYCD has considered the issue of collection of identifying information. The agency is in the process of finalizing a written procedure to codify existing practices for approval of interagency and third party data sharing agreements and the like.

N.Y.C. Admin. Code §23-1205(4)

13. Describe the agency's use of agreements for any use or disclosure of identifying information.

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It is DYCD's policy to require the use of an agreement whenever confidential or identifying information is disclosed to another city agency or a third party. The exact terms of a given agreement will depend on the specific information sharing contemplated and who the information is being shared with, but DYCD typically includes in such agreements provisions intended to protect such information, such as an enumeration of the individuals who can see or work with the information; mandated use of protocols to protect identifying information from inadvertent disclosure; and the like.

N.Y.C. Admin. Code §23-1205(1)(d)

14. Using the table below, specify the types of entities requesting the disclosure of identifying information or proposals for disclosures of identifying information, and for each entity, describe (1) the reasons why an agency discloses identifying information to such entity, and (2) why any such disclosures furthers the purpose or mission of such agency.

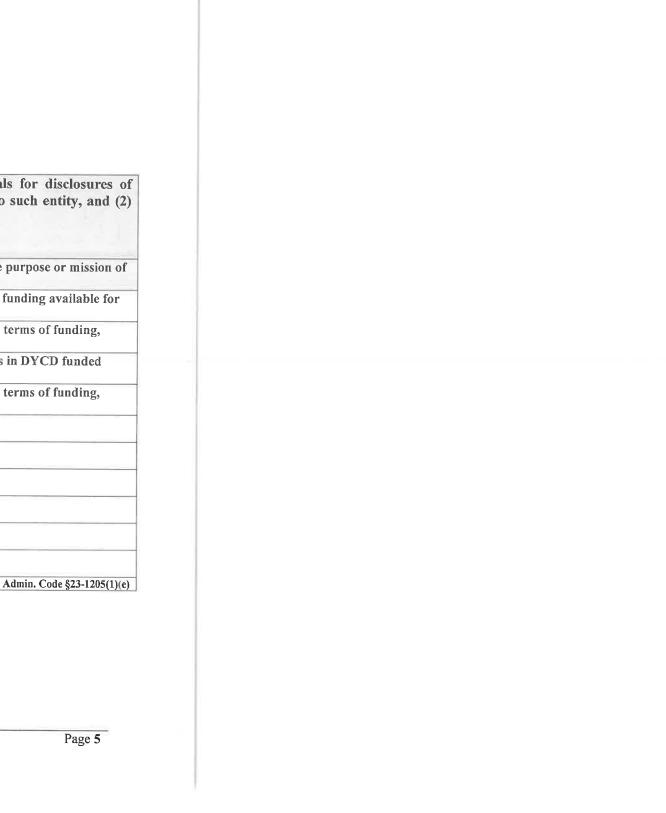
Add additional rows as needed.

Type of Entity	Description of Reason for Disclosure	Description of how disclosure furthers the purpose or mission of the agency
City agencies	To access funding from another agency	Allows DYCD to maximize the amount of funding available for funded programs.
City agencies	Research and evaluation	Allows more informed decision making in terms of funding, program design and evaluation.
City agencies	To create opportunities for DYCD program participants to avail themselves of other City services and benefits.	Promotes better outcomes for participants in DYCD funded programs.
Research organizations	Research and evaluation	Allows more informed decision making in terms of funding, program design and evaluation
		N.Y.C. Admin. Code §23-1205(1)(e)

- Proceed to Next Question on Following Page-

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	the impact of the identifying information Law and other applicable laws upon your agency's test in relation to collection, retention, and disclosure of identifying information.
	e law is so new, it is hard to say what the impact is. The law has already heightened attention to the citute appropriate controls around, and limit, the collection and retention of identifying information.
	N.Y.C. Admin. Code §23-1205(2)
Identif	be the impact of any privacy policies and protocols issued by the Chief Privacy Officer or the ying Information Committee, as applicable, upon your agency's practices in relation to the on, retention, and disclosure of identifying information.
N/A	
	N.Y.C. Admin. Code §23-1205(3)
- TAY	APPROVAL SIGNATURE FOR AGENCY REPORT
	ATTROVAL SIGNATURE FOR AGENCT REFORT
Preparer o	f Agency Report:
Name:	Caroline Press

SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW Agency Head (or designee): Name: Bill Chong Title: Commissioner Email: bchong@dycd.nyc.gov Phone: 646 343 Signature: Date: July 31, 2018

Phone: 646 343 6270

- End of Document

Identifying Information Law

Title:

Email:

AGENCY REPORT

General Counsel

cpress@dycd.nyc.gov

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