

AGENCY REPORT (due on or before July 31, 2020)

Agency:	NYC Civic Engagement Commission (CEC)		
Agency Privacy Officer:	Leslie Brown		
Email:	lebrown@civicengagement.nyc.gov	Telephone:	212-788-6572
Date of Report:	August 6, 2020		

1. Specify the type of identifying information collected or disclosed (check all that apply):

<input checked="" type="checkbox"/> Name <input type="checkbox"/> Social security number (full or last 4 digits)*	<u>Work-Related Information</u> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<u>Biometric Information</u> <input type="checkbox"/> Fingerprints <input type="checkbox"/> Photographs	<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 checked="" type="checkbox"/> Current and/or previous home addresses <input checked="" type="checkbox"/> Email address <input checked="" 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, 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
<u>Demographic Information</u> <input type="checkbox"/> Country of origin <input type="checkbox"/> Date of birth* <input type="checkbox"/> Gender identity <input checked="" 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 checked="" 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 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): CEC intends to collect information about a minimum age for programs where applicable per City charter (i.e. participatory budgeting).	
*Type of identifying information designated by the CPO (see CPO Policies & Protocols § 3.1.1).	

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

The mission and purpose of the Civic Engagement Commission (CEC) is to enhance civic participation in order to enhance civic trust and strengthen democracy in New York city, including through the commission's own initiatives and partnership with public and private entities related to civic service, volunteerism, stewardship of public spaces, civic education, participatory budgeting, participation in community boards, civic organizations and community groups, and other related activities, and to support and encourage New Yorkers to meaningfully participate in civic life.

3. 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. Appendix B of the 2020 Agency Guidance includes detailed examples of routine and non-routine collections and disclosures, with descriptions.

Add additional rows as needed.

Describe the Collection or Disclosure	Classification Type
Administration (operated under a Memorandum of Understanding agreement with NYC DoITT) <ul style="list-style-type: none"> Human Resources and Personnel—CEC maintains contact information of prospective employees collected during the recruitment and selection process. Once a candidate is selected pursuant human resources and personnel sub-functions including new hire processing, payroll and timekeeping processing, and equal employment opportunity compliance are conducted through the DoITT MOU and are subject to its subsequent ILL policies and procedures. Budget and Procurement—in compliance with applicable federal, state, and local procurement rules regarding bidders, contractors and contract information Information Technology—network infrastructure/architecture, online forms and database hosting 	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
External Affairs <ul style="list-style-type: none"> Intergovernmental—elected officials and staff at the federal, state and local levels Communications—print, radio and social media Stakeholder Affairs: community boards, participatory budgeting, language access programming engagement; CEC Commissioners; general public attending or participating in CEC meetings or events; civil society groups and organizations Freedom of Information Law Requests and Records Management—Open Records Portal and DORIS disclosures as mandated 	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
Policy and Planning <ul style="list-style-type: none"> Research—public surveys and needs assessment as charter-mandated or determined to be integral to participatory design processes Program Management—project builds and pilots to test, improve, and implement citywide initiatives 	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
N.Y.C. Admin. Code §23-1205(a)(1)(b)	
N.Y.C. Admin. Code §23-1205(a)(1)(f)	

4. If applicable, specify the types of collections and disclosures that have been approved by the Chief Privacy Officer as being “in the best interests of the City” which involve any collections and disclosures of identifying information relating to your agency.

Add additional rows as needed.

Describe Type of Collection or Disclosure
N/A

N.Y.C. Admin. Code §23-1202(b)(2)(b); 23-1205(a)(1)(b)

5. Describe the agency's current policies regarding requests for disclosures from other City agencies, local public authorities or local public benefit corporations, and third parties.	
The CEC APO will make a written request for the disclosure of information that is needed to further the purpose of mission of the agency.	
6. Do the above policies address access to or use of identifying information by employees, contractors, and subcontractors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. If YES, do such policies specify that access to such information must be necessary for the performance of their duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	CEC is consulting with the Law Department and CPO to understand best practices as it relates to policies that will be implemented in a manner to minimize access to identifying information, to the greatest extent possible, while furthering the mission and purpose of the agency.
N.Y.C. Admin. Code §§23-1205(a)(1)(c)(1), and (4)	

9. Describe the agency's current policies for handling proposals for disclosures of identifying information to other City agencies, local public authorities or local public benefit corporations, and third parties.
CEC will disclose information to other agencies, including the Mayor's Office, if doing so furthers the purpose or mission of the agency or required by law. CEC will consult with Agency Counsel from the Law Department and the Office of the Chief Privacy Officer to determine action in accordance to applicable law. If an affirmative determination is made written approval from the APO will be issued to the requesting agency.
N.Y.C. Admin. Code §23-1205(a)(1)(c)(2)

10. Describe the agency's current policies regarding the classification of disclosures as necessitated by the existence of exigent circumstances or as routine.
The CEC APO policy regarding exigent circumstances is to makes disclosures under such circumstances for the protection of life and safety, emergency and recovery, or otherwise required by law. In the event of exigent circumstances, the Chair and APO will be notified for review and approval of the classification in consultation with the Office of the Chief Privacy Officer.
N.Y.C. Admin. Code §23-1205(a)(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.

Programmatic area leads for participatory budgeting, language access, and community boards have responsibility to notify the APO of such a request, so that review and approval may be determined.

N.Y.C. Admin. Code §23-1205(a)(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.

As the Civic Engagement Commission (CEC) continues to build infrastructure for programmatic areas, additional policies will be established to minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while administering the mission and purpose of the agency. Anticipated areas especially include the adoption of civic tech and digital engagement tools.

N.Y.C. Admin. Code §23-1205(a)(4)

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

The agency is working with the Law Department to develop an agreement template as appropriate and necessary. For contractors, experts or consultants who have entered into agreements with the agency, the Identifying Information Law Rider will be utilized, so that such entities or persons may carry out their roles and responsibilities under such agreements.

N.Y.C. Admin. Code §23-1205(a)(1)(d)

Add additional rows as needed.

15. Describe the impact of the Identifying Information Law and other applicable laws upon your agency's practices in relation to collection, retention, and disclosure of identifying information.

CEC is a new agency making it possible to adopt the law into processes as they are created. CEC will continue to evaluate appropriate practices and impact of ILL on the agency.

N.Y.C. Admin. Code §23-1205(a)(2)

16. Describe the impact of the privacy policies and protocols issued by the Chief Privacy Officer, or by the Citywide Privacy Protection Committee, as applicable, upon your agency's practices in relation to the collection, retention, and disclosure of identifying information.

The ILL Rider and examples provided are instructive to compliance. In an inaugural internal audit of ILL requirements, the CEC will continue to consult with the Office of the Chief Privacy Officer regarding impact and implementation of policies and protocols.

N.Y.C. Admin. Code §23-1205(a)(3)

APPROVAL SIGNATURE FOR AGENCY REPORT

Preparer of Agency Report:

Name: Leslie Brown

Title: Chief of Staff

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Phone: 212-788-6572

SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Agency Head (or designee):


Name: Dr. Sarah Sayeed

Title: Chair and Executive Director

Email: ssayeed@civicengagement.nyc.gov

Phone: 212-788-6574

Signature:



Date:

August 6, 2020

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