

BIENNIAL AGENCY REPORT

INSTRUCTIONS

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

To complete the 2024 biennial agency report:

- Review Form 2s ([APO Designation of Collection and Disclosures as “Routine”](#)) made since the 2022 compliance cycle;
- Review Form 5s ([Agency Privacy Officer Approval of Collections and Disclosures on a “Non-Routine” Basis](#)) made since the 2022 compliance cycle;
- Use Forms 2 & 5 to complete [Worksheet 1](#) for all new and existing **collections** between 2022-2024;
- Use Forms 2 & 5 to complete [Worksheet 2](#) for all new and existing **disclosures** between 2022-2024.
- Complete the Biennial Agency Workbook;
- Submit the biennial agency report by **July 31, 2024**.

Submit the biennial agency report to:

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

THIS REPORT IS PUBLIC. PREPARERS SHOULD CONSULT AGENCY COUNSEL OR THE CHIEF PRIVACY OFFICER TO ENSURE THE RESPONSES ARE PROVIDED ACCORDING TO APPLICABLE LAW AND CITY POLICY.

VERSION CONTROL

Version	Description of Change	Approver	Date
4.0	New design for ease of use and technological enhancements, and miscellaneous clarifying revisions.	Michael Fitzpatrick Chief Privacy Officer, City of New York	April 2024
3.0	Updated completion date; miscellaneous clarifying revisions.	Aaron Friedman Principal Senior Counsel Office of Information Privacy	April 2022
2.0	Updated completion date; miscellaneous clarifying revisions.	Laura Negrón Chief Privacy Officer, City of New York	April 2020
1.0	First Version	Laura Negrón Chief Privacy Officer, City of New York	April 2018

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**BIENNIAL AGENCY REPORT
(Due on or before July 31, 2024)**

1. Agency: Office of Administrative Trial and Hearings

2. APO Contact Details
 - a. Name: Frank Ng
 - b. Title: Deputy General Counsel
 - c. Email: fng@oath.nyc.gov
 - d. Telephone: 212-436-0875

COLLECTIONS

3. How many collections does the agency have to describe?
23

4. **COLLECTIONS.** Upload worksheet 1.



- Proceed to the next page -

5. For all **collections**, select the types of identifying information collected (check all that apply). See [Citywide Privacy Protection Policies and Protocols § 3.1](#).

<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)*	<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 checked="" 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* <input checked="" type="checkbox"/> Height <input checked="" type="checkbox"/> Weight	<u>Government Program Information</u> <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
<u>Contact Information</u> <input checked="" type="checkbox"/> Current and/or previous home address <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<u>Law Enforcement Information</u> <input checked="" type="checkbox"/> Arrest record or criminal conviction <input checked="" type="checkbox"/> Date and/or time of release from custody of ACS, DOCS, or NYPD <input checked="" 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 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	<u>Technology-Related Information</u> <input checked="" type="checkbox"/> Device identifier including media access control (MAC) address or Internet mobile equipment identity (IMEI)* <input checked="" type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual* <input checked="" type="checkbox"/> Internet protocol (IP) address* <input checked="" type="checkbox"/> Social media account information
<u>Status information</u> <input checked="" type="checkbox"/> Citizenship or immigration status <input checked="" type="checkbox"/> Employment status <input checked="" type="checkbox"/> Status as a victim of domestic violence or sexual assault <input checked="" type="checkbox"/> Status as crime victim or witness	
<u>Other Types of Identifying Information</u> (list below): 	
*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).	

DISCLOSURES

6. How many disclosures does the agency have to describe?

21

7. **DISCLOSURES.** Upload worksheet 2.



- Proceed to the next page -

8. For all **disclosures**, select the types of identifying information disclosed (check all that apply).
See [Citywide Privacy Protection Policies and Protocols § 3.1](#).

<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)*	<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 checked="" 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* <input checked="" type="checkbox"/> Height <input checked="" type="checkbox"/> Weight	<u>Government Program Information</u> <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
<u>Contact Information</u> <input checked="" type="checkbox"/> Current and/or previous home address <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<u>Law Enforcement Information</u> <input checked="" type="checkbox"/> Arrest record or criminal conviction <input checked="" type="checkbox"/> Date and/or time of release from custody of ACS, DOCS, 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 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 type="checkbox"/> Religion <input checked="" 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 checked="" type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual* <input checked="" type="checkbox"/> Internet protocol (IP) address* <input checked="" type="checkbox"/> Social media account information
<u>Status information</u> <input checked="" type="checkbox"/> Citizenship or immigration status <input checked="" type="checkbox"/> Employment status <input type="checkbox"/> Status as a victim of domestic violence or sexual assault <input checked="" type="checkbox"/> Status as crime victim or witness	
<u>Other Types of Identifying Information</u> (list below): Other types of identifying information may be collected through trial and hearing testimony and submissions.	
*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).	

9. Separate from the Citywide Privacy Protection Policies and Protocols, what are the agency's policies regarding requests for disclosures from other City agencies, local public authorities or local public benefit corporations, and third parties? Please **summarize or upload a copy of the policy**. See *N.Y.C. Admin. Code § 23-1205(a)(1)(c)(1)*.
10. Which divisions of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See *§ N.Y.C Admin. Code § 23-1205(a)(1)(c)(4)*.
11. Which categories of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See *§ N.Y.C Admin. Code § 23-1205(a)(1)(c)(4)*.
12. Do any of the agency's policies address **access** to identifying information by employees, contractors, and subcontractors? See *§ N.Y.C. Admin Code § 23-1205(a)(4)*.
- Yes – **GO TO QUESTION 13**
- No – **GO TO QUESTION 16**
13. Do these policies state that **access** to identifying information must be necessary for the employees, contractors, and subcontractors to perform their duties? See *N.Y.C. Admin Code § 23-1205(a)(4)*.
- Yes – **GO TO QUESTION 14**
- No – **GO TO QUESTION 16**
14. Are these policies implemented so that **access** is limited to the greatest extent possible, but also furthers the purpose or mission of the agency?
- Yes – **GO TO QUESTION 15**
- No – **GO TO QUESTION 16**

15. Describe how **access** is limited to the greatest extent possible while furthering the purpose or mission of the agency.

16. **Summarize or upload** the agency's current policies for handling **proposals for disclosures to other** City agencies, local public authorities, or local public benefit corporations, and third parties. *See N.Y.C Admin Code § 23-1205(a)(1)(c)(2).*

17. **Summarize or upload** the agency's current policies regarding the classification of **disclosures** as necessitated by the existence of **exigent circumstances or as routine**. *See N.Y.C Admin Code § 23-1205(a)(1)(c)(3).*

18. Since 2022, has the agency **considered or implemented**, where applicable, policies that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the purpose or mission of the agency? *See N.Y.C Admin Code § 23-1205(a)(3).*

Yes – **GO TO QUESTION 19**

No – **GO TO QUESTION 20**

19. Summarize the policies that the agency has **considered or implemented** regarding data minimization for the collection, retention, and disclosure of identifying information. *See N.Y.C Admin Code § 23-1205(a)(4).*

20. Summarize the agency's use of agreements for any use or disclosure of identifying information. *See N.Y.C Admin Code § 23-1205 (a)(1)(d).*
21. Since 2022, describe the impact of the Identifying Information Law and any other local, state, or federal laws upon your agency's practices in relation to the collection, retention, and disclosure of identifying information (i.e., if such practices would differ in the absence of these laws). The impact can be positive or negative. *See N.Y.C Admin Code § 23-1205(a)(2).*
22. Describe how the current privacy policies and protocols issued by the Chief Privacy Officer, or the guidance issued by the Citywide Privacy Protection Committee affected your agency's practices in relation to the collection, retention, and disclosure of identifying information. The effects can be positive or negative. *See N.Y.C Admin Code § 23-1205(a)(2).*

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APPROVAL SIGNATURE FOR AGENCY REPORT

PREPARER OF AGENCY REPORT

Name: Frank Ng

Title: Deputy General Counsel

Email: fng@oath.nyc.gov

Phone: 212-436-0875

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Name: Asim Rehman

Title: Commissioner & Chief Administrative Law Judge

Email: ARehman@oath.nyc.gov

Phone: 2129333001

Signature: *Asim Rehman*
Asim Rehman (Jul 31, 2024 11:06 EDT)

Date: 07/31/2024

Describe the following types of collections. *Note, you may have multiple collections of the same type.*

COLLECTIONS				
	<i>Type of Collection</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Collection.</i>
1	Human Resources and other Personnel Matters	Collects identifying information related to personnel, employee benefits, payroll, and timekeeping.	Pre-approved as routine	Serves in the performance of core administrative and human resource functions.
2	Procurement	Collects identifying information required in procurement contracts as part of the bid process.	Pre-approved as routine	Serves to enable the procurement of goods and services necessary for agency operations
3	Finance	Budget/Revenue collects documents with identifying information from checks, money orders, agency reimbursement forms, and invoices.	Pre-approved as routine	Serves to replace lost job ID cards, reimburse payments to OATH employees and collect monies for personal telephone calls payment made by OATH employees via Agency phones.
4	Finance	Accounts Payable Unit collects agency payment request forms.	Pre-approved as routine	Serves to process miscellaneous payments to mediators, panelists and OATH employees.
5	Education	Administrative Judicial Institute (AJI) collects identifying information obtained through program registrations and sign-in (attendance) sheets.	Pre-approved as routine	Serves to provide training, continuing education, research, and support services for the various administrative law judges, hearing officers and tribunals throughout New York City.

6	Legal Matters or Proceeding	Appeals Unit of OATH’s Hearing Division collects identifying information in Appeal Requests, Hardship Requests, Extension of Time Requests and replies thereto; and supporting documents that accompany the above requests.	Pre-approved as routine	Serves to make a final determination on cases the come before the agency. The issuance of the Appeal Decision then allows a party wishing to further appeal the matter to take the case to State Supreme Court.
7	Client or Customer Service	Center for Creative Conflict Resolution (CCCR) collects identifying information related to general employee contact information, and relevant information about the matters being referred – history of the conflict, copies of written disciplinary charges or grievances, recommendations, emails, memos, written complaints, descriptions of conflict capacity need and interest.	Pre-approved as routine	Serves to assess the conflict or training needs, to design conflict interventions, workshops, group facilitations, and training materials.
8	Client or Customer Service	CCCR collects and retains identifying information of participants who complete surveys online, via email, and in-person satisfaction evaluations	Pre-approved as routine	Serves to gauge participant satisfaction and enhance areas of service as well as provide feedback to CCCR’s partner agencies.

9	Legal Matters or Proceeding	Clerk’s Office collects identifying information from adjudicatory records, such as summonses, affidavits of service, notices of appearance at hearings, motions to vacate a default and for a new hearing, discovery requests, adjournment orders, hearing officer and appeals decisions, affidavits of mailing, and correspondence, registered representative forms.	Pre-approved as routine	Serves to furnish access to justice to all who receive summonses by providing fair, impartial and timely hearings. All of the functions of the Clerk’s Office contribute to this goal.
10	Finance	The Clerk’s Office collects identifying information related penalty processing and refund records, such as credit card information, checks, money orders, bills; spreadsheet of outstanding penalty amounts and information of debtors.	Pre-approved as routine	Serves to facilitate payment of outstanding payments and calculate accurate penalty amounts for respondents.
11	Human Resources and other Personnel Matters	EEO Division collects identifying information related to EEO complaints, reasonable accommodation requests, and training records.	Pre-approved as routine	Serves to ensure compliance with the City’s Human Rights Law which includes providing Reasonable Accommodations to applicants and employees when applicable, and reporting.

12	Legal Matters or Proceeding	Hearings Division collects identifying information from adjudicatory records, such as summonses, notices of appearance, motions to vacate a default decision, exhibits, and decisions.	Pre-approved as routine	Serves to hold hearings on summonses issued by a variety of agencies, including the Department of Buildings, Department of Sanitation, Fire Department, the Taxi and Limousine Commissioner, and Department of Consumer Affairs. The Hearings Division's function is to provide fair, impartial, convenient, and accessible proceedings in a forum that is in fact and in appearance truly neutral and unbiased.
13	Technology	IT collects identifying information from summonses issued by prosecuting agencies and from the parties and witnesses on the case.	Pre-approved as routine	Serves to implement all of computer hardware and use and/or development of software at the agency; provide data to all internal departments of OATH in response to internal, operational requests (both ad hoc and recurring), as well as requests from other city agencies.
14	Client or Customer Service	Legislative Affairs collects information from inquiries from legislative or other agency officials or staff regarding the status of a summons.	Pre-approved as routine	Serves to keep the agency in compliance with legislative oversight.
15	Client or Customer Service	Pro Se Clerk collects identifying information from	Pre-approved as routine	Serves to provide procedural and legal information to respondents

		unrepresented respondents who appear at OATH and the summonses issued to them.		so that they may understand the charges against them, the potential penalties, and the hearings procedures at OATH so that they can make a fully informed decision on how to proceed.
16	Client or Customer Service	Ombudsperson collects identifying information from the receipt of inquiries from the public.	Pre-approved as routine	Serves to further Ombudsperson functions.
17	Response to a Request or Demand	The Public Affairs/ Communications division collects identifying information from press inquiries and requests for information related to OATH cases and processes.	Pre-approved as routine	Serves to facilitate agency's reputation management; including but not limited to strategic communications with media and other external stakeholders; creating and maintaining the agency's messaging including but not limited to the creation and maintenance of the agency website, IVR phone system, outreach materials and the creation of all content consumed by the general public.
18	Legal Matters or Proceeding	The Trials Division collects identifying information from intake sheets, pleadings, trial exhibits, pre- and post-trial motions, and abstracts of the	Pre-approved as routine	Serves to conduct administrative adjudication for City agencies. Parties include City agencies, businesses, licensees, individuals, property owners. Cases include

		licensee's or employee's disciplinary record.		civil servant discipline and disability trials, disputes between City agencies and construction or services contractors, appeals from denial of a marriage license, disputes between landlord and tenants in units covered by the Loft Law, complaints of discrimination in employment, housing, and places of public accommodation brought by the City Commission on Human Rights, license revocation proceedings, vehicle retention hearings brought by the Police Department involving cars seized in connection to the driver's arrest.
19	Utilities & Infrastructure	Facilities unit collects identifying information from quotes and service records from vendors, personnel information, correspondence with the landlords of OATH facilities, timesheets and incident reports from security staff, and driver information.	Pre-approved as routine	Serves to provide administrative, building, fleet, telecom, security and logistical support to the agency.
20	Legal Matters or Proceeding	General Counsel (OGC) collects identifying information from allegations of corruption,	Pre-approved as routine	Serves In the performance of OGC's duties, including but not limited to, anti-corruption,

		conflicts, and ALJ ethics violations; Bankruptcy Court pleading and notices, proof of claim, and supporting documents; vendor quotes and records; ECB Board Meeting minutes and correspondence; Incident Reports and records related to allegations of malfeasance by representatives and attorneys; records related to grievances, personnel records, and external complaints; records related to interviews, complaints, personnel records; pleadings, motions, stipulations, affidavits, and case files; and Taxpayer ID numbers.		conflicts, ALJ ethics processing and reporting, bankruptcy processing; contracts and MOU processing; ECB Board meetings support; the discipline of representatives and attorneys; labor matters; defend and respond to discrimination complaints; litigation defense; and for mandatory reporting.
21	Legal Matters or Proceeding	Special Education Hearings Division collects identifying information in the course of its hearings: email communications, pleadings, motions, exhibits, interim orders, pendency orders, exhibits, transcripts, closing briefs.	Pre-approved as routine	Serves to administer and conduct impartial due process hearings students with disabilities, 3-21 years of age, arising under the federal Individuals with Disabilities Education Act (IDEA), and/or pursuant to Section 504 of the federal Rehabilitation Act of 1973, as amended (Section

				504), and applicable NYS laws and regulations.
22	Research	General Counsel collects CJRA summons data for the Mayor’s Office of Criminal Justice (MOCJ).	Approved by the CPO as being in the best interests of the City	Serves to produce research results to help understand the implementation of the Criminal Justice Reform Act and by fulfilling aspects of the City’s plan under New York State Executive Order 203.
23	Human Resources and other Personnel Matters	The Human Resources division collects COVID-19 contact tracing information to the City’s Test and Trace Program in accordance with APO-established protocols.	Pre-approved as routine	Serves to effectuate performance of contact tracing in accordance with City guidance.
24	Choose an item.		Choose an item.	
	<i>Type of Collection</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Collection.</i>
25	Choose an item.	[free text]	Choose an item.	[free text]
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	<i>Type of Collection</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Collection.</i>
52	Choose an item.	[free text]	Choose an item.	[free text]
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	<i>Type of Collection</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Collection.</i>
79	Choose an item.	[free text]	Choose an item.	[free text]
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98	Choose an item.		Choose an item.	
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Please add additional rows, if needed

Describe the following types of disclosures. *Note, you may have multiple disclosures of the same type.*

DISCLOSURES					
	<i>Type of Disclosure</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Disclosure.</i>	<i>Was this disclosure made pursuant to an external request?</i>
1	Human Resources and other Personnel Matters	Discloses personnel-related information and records.	Pre-approved as routine	Serves in the performance of core administrative and human resource functions.	Yes
2	Procurement	Discloses identifying information to oversight and approval agencies as part of the procurement process.	Pre-approved as routine	Serves to enable the procurement of goods and services necessary for agency operations	Yes
3	Finance	Budget/Revenue discloses information to bank for agency deposit processing and to the Comptroller’s Office through the Financial Management System (FMS).	Pre-approved as routine	Serves to replace lost job ID cards, reimburse payments to OATH employees and collect monies for personal telephone calls payment made by OATH employees via Agency phones	Yes
4	Finance	Accounts Payable Unit discloses to Comptroller through FMS	Pre-approved as routine	Serves to process miscellaneous payments to mediators, panelists and OATH employees.	Yes
5	Education	Administrative Judicial Institute (AJI) discloses	Pre-approved as routine	Serves to provide training, continuing	Yes

		identifying information obtained through program registrations and sign-in (attendance) sheets to the CLE board and to security for the landlord, SL Green.		education, research, and support services for the various administrative law judges, hearing officers and tribunals throughout New York City.	
6	Legal Matters or Proceeding	Appeals Unit of OATH’s Hearing Division discloses identifying information from petitioners’ and respondents’ appeals requests and supporting documentation.	Pre-approved as routine	Serves to make a final determination on cases the come before the agency. The issuance of the Appeal Decision then allows a party wishing to further appeal the matter to take the case to State Supreme Court.	No
7	Client or Customer Service	Center for Creative Conflict Resolution (CCCR) discloses general employee contact information back to the referring city agency.	Pre-approved as routine	Serves to provide referring agency with recordkeeping and attendance.	Yes
8	Client or Customer Service	CCCR discloses participate survey satisfaction information to CLE Board	Pre-approved as routine	Serves in the performance of mandatory reporting to oversight agency.	Yes
9	Legal Matters or Proceeding	Clerk’s Office discloses identifying information from parties and their representatives to	Pre-approved as routine	Serves to furnish access to justice to all who receive summonses by	Yes

		opposing parties and representatives.		providing fair, impartial and timely hearings.	
10	Finance	Clerk's Office discloses identifying information related to outstanding payments and penalty amounts for respondents to Law Department, contracted collection firms, and the parties themselves.	Pre-approved as routine	Serves to facilitate payment of outstanding payments and calculate accurate penalty amounts for respondents.	Yes
11	Human Resources and other Personnel Matters	EEO Division discloses information from EEO complaint to oversight agencies.	Pre-approved as routine	Serves in the performance of EEO policies and mandatory reporting.	Yes
12	Legal Matters or Proceeding	Hearings Division discloses the names and addresses of parties in its decisions and may disclose other identifying information during the hearing as necessary.	Pre-approved as routine	Serves to hold hearings on summonses issued by a variety of agencies, including the Department of Buildings, Department of Sanitation, Fire Department, the Taxi and Limousine Commissioner, and Department of Consumer Affairs. The Hearings Division's function is to provide fair, impartial, convenient, and accessible proceedings in a forum	No

				that is in fact and in appearance truly neutral and unbiased.	
13	Technology	IT discloses identifying information from summonses and hearings to online Summons Finder, Open Data Portal, and various City agencies via inter-agency DataShare feed.	Pre-approved as routine	Serves to facilitate payment and tracking of payment of summonses by respondents, public, and agencies.	No
14	Client or Customer Service	Legislative Affairs discloses identifying information from summonses and payment records in response to inquiries from legislative or other agency officials.	Pre-approved as routine	Serves to keep the agency in compliance with legislative oversight.	Yes
15	Response to a Request or Demand	Public Affairs/ Communications division discloses identifying information in response to press inquiries and requests for information related to OATH cases and processes.	Pre-approved as routine	Serves to facilitate agency's reputation management; including but not limited to strategic communications with media and other external stakeholders; creating and maintaining the agency's messaging including but not limited to the creation and maintenance of the	Yes

				agency website, IVR phone system, outreach materials and the creation of all content consumed by the general public	
16	Legal Matters or Proceeding	Trials Division discloses party names and court appearance dates. Trials division discloses identifying information in decisions are posted on OATH's website, and are sent to New York Law School's Center for New York City Law for posting on its CityAdmin library and to LEXIS/NEXIS for online publication.	Pre-approved as routine	Serves to conduct administrative adjudication for City agencies and to establish legal resources for the public and practitioners.	No
17	Utilities & Infrastructure	Facilities unit discloses driver information to DCAS and discloses employee names to DOITT for telecom services.	Pre-approved as routine	Serves to provide administrative, building, fleet, telecom, security and logistical support to the agency.	No
18	Legal Matters or Proceeding	General Counsel (OGC) discloses identifying information related to allegations of corruption, conflicts, ALJ ethics violations; Bankruptcy	Pre-approved as routine	Serves In the performance of its legal duties, including but not limited to, anti-corruption, conflicts, ALJ ethics processing and	Yes

		<p>Court pleading and notices, proofs of claim, and supporting documents; vendor quotes and records; ECB Board Meeting minutes and correspondence; Incident Reports and records related to allegations of malfeasance by representatives and attorneys; records related to grievances, personnel records, and external complaints; records related to interviews, complaints, personnel records; pleadings, motions, stipulations, affidavits, and case files; and Taxpayer ID numbers.</p>		<p>reporting, bankruptcy processing; contracts and MOU processing; ECB Board meetings support; the discipline of representatives and attorneys; labor matters; to defend and respond to discrimination complaints; litigation defense; and for mandatory reporting.</p>	
19	<p>Legal Matters or Proceeding</p>	<p>Special Education Hearings Division discloses identifying information only as necessary in accordance with FERPA and New</p>	<p>Pre-approved as routine</p>	<p>Serves to administer and conduct impartial due process hearings students with disabilities, 3-21 years of age, arising under the federal Individuals with</p>	<p>No</p>

		York Education Law Section 2-d.		Disabilities Education Act (IDEA), and/or pursuant to Section 504 of the federal Rehabilitation Act of 1973, as amended (Section 504), and applicable NYS laws and regulations.	
20	Human Resources and other Personnel Matters	The Human Resources division discloses COVID-19 contact tracing information to the City's Test and Trace Program in accordance with APO-established protocols.	Pre-approved as routine	Serves in the performance of contact tracing in accordance with City guidance.	Yes
21	Research	General Counsel discloses CJRA summons data to the Mayor's Office of Criminal Justice (MOCJ), who in turn discloses such information to CUNY researchers.	Approved by the CPO as being in the best interests of the City	Serves to produce research results to help understand the implementation of the Criminal Justice Reform Act and by fulfilling aspects of the City's plan under New York State Executive Order 203.	Yes
22	Choose an item.		Choose an item.		Choose an item.
23	Choose an item.		Choose an item.		Choose an item.
24	Choose an item.		Choose an item.		Choose an item.
	<i>Type of Disclosure</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Disclosure.</i>	<i>Was this disclosure made pursuant to an external request?</i>

25	Choose an item.	[free text]	Choose an item.	[free text]	Choose an item.
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51	Choose an item.		Choose an item.		Choose an item.
	<i>Type of Disclosure</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Disclosure.</i>	<i>Was this disclosure made pursuant to an external request?</i>

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78	Choose an item.		Choose an item.		Choose an item.
	<i>Type of Disclosure</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Disclosure.</i>	<i>Was this disclosure made pursuant to an external request?</i>

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Please add additional rows, if needed

For each **disclosure**, select the type of entity **and** provide the name of the entity that received the identifying information.

	<i>Type of Entity</i>	<i>Name of Entity</i>
1	Federal Agency	[free text]
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	<i>Type of Entity</i>	<i>Name of Entity</i>
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	<i>Type of Entity</i>	<i>Name of Entity</i>
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Please add additional rows, if needed

OPTIONAL QUESTION: Using the table below, describe any proposals for disclosures of identifying information that your agency declined to approve.

	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
1	Choose an item.	[free text]	[free text]	[free text]
2	Choose an item.			
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	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
26	Choose an item.	[free text]	[free text]	[free text]
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28	Choose an item.			
29	Choose an item.			
30	Choose an item.			
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	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
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	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
82	Choose an item.	[free text]	[free text]	[free text]
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84	Choose an item.			
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Please add additional rows, if needed