

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 (<u>APO Designation of Collection and Disclosures as "Routine"</u>) 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 <u>Worksheet 1</u> for all new and existing collections between 2022-2024;
- Use Forms 2 & 5 to complete <u>Worksheet 2</u> 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 oip@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	Michael Fitzpatrick	April 2024
	enhancements, and miscellaneous clarifying	Chief Privacy Officer, City of New	
	revisions.	York	
3.0	Updated completion date; miscellaneous clarifying	Aaron Friedman	April 2022
	revisions.	Principal Senior Counsel	
		Office of Information Privacy	
2.0	Updated completion date; miscellaneous clarifying	Laura Negrón	April 2020
	revisions.	Chief Privacy Officer, City of New	
		York	
1.0	First Version	Laura Negrón	April 2018
		Chief Privacy Officer, City of New	
		York	



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

1. Agency: Manhattan Borough President's Office

MBPO

2. APO Contact Details

a. Name: Peter Torre

b. Title: General Counsel

c. Email: peter.torre@manhattanbp.nyc.gov

d. Telephone: 2126698168

COLLECTIONS

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

7

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.

■ Name	Work-Related Information
■ Social security number (full or last 4 digits)*	■ Employer information
■ Taxpayer ID number (full or last 4 digits)*	■ Employment address
Biometric Information	Government Program Information
☐ Fingerprints	Any scheduled appointments with any
Photographs	employee, contractor, or subcontractor
☐ Palm and handprints*	Any scheduled court appearances
☐ Retina and iris patterns*	Eligibility for or receipt of public assistance or
☐ Facial geometry*	City services
☐ Gait or movement patterns*	☐ Income tax information
☐ Voiceprints*	Motor vehicle information
☐ DNA sequences*	
☐ Height	
☐ Weight	
Contact Information	Law Enforcement Information
Current and/or previous home address	Arrest record or criminal conviction
Email address	☐ Date and/or time of release from custody of
■ Phone number	ACS, DOCS, 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>	Technology-Related Information
Country of origin	☐ Device identifier including media access
■ Date of birth*	control (MAC) address or Internet mobile
Gender identity	equipment identity (IMEI)*
Languages spoken	GPS-based location obtained or derived from a
Marital or partnership status	device that can be used to track or locate an
■ Nationality	individual*
■ Race	☐ Internet protocol (IP) address*
■ Religion	Social media account information
■ Sexual orientation	
Status information	
Citizenship or immigration status	
Employment status	
☐ Status as a victim of domestic violence or	
sexual assault	
Status as crime victim or witness	
Other Types of Identifying Information (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?

7

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.

See <u>citywide i fivacy i fotoction i fotocto and</u>	11000013 3 3.1.
■ Name	Work-Related Information
■ Social security number (full or last 4 digits)*	■ Employer information
☐ Taxpayer ID number (full or last 4 digits)*	■ Employment address
Biometric Information	Government Program Information
☐ Fingerprints	☐ Any scheduled appointments with any
■ Photographs	employee, contractor, or subcontractor
☐ Palm and handprints*	☐ Any scheduled court appearances
☐ Retina and iris patterns*	☐ Eligibility for or receipt of public assistance or
☐ Facial geometry*	City services
☐ Gait or movement patterns*	☐ Income tax information
☐ Voiceprints*	☐ Motor vehicle information
☐ DNA sequences*	
☐ Height	
□ Weight	
Contact Information	Law Enforcement Information
■ Current and/or previous home address	☐ Arrest record or criminal conviction
■ Email address	☐ Date and/or time of release from custody of
■ Phone number	ACS, DOCS, or NYPD
	Information obtained from any surveillance
	system operated by, for the benefit of, or at the
	direction of the NYPD
Demographic Information	Technology-Related Information
Country of origin	☐ Device identifier including media access
■ Date of birth*	control (MAC) address or Internet mobile
☐ Gender identity	equipment identity (IMEI)*
☐ Languages spoken	GPS-based location obtained or derived from a
☐ Marital or partnership status	device that can be used to track or locate an individual*
Nationality	l
Race	☐ Internet protocol (IP) address* ☐ Social media account information
Religion	Social media account information
☐ Sexual orientation	
Status information	
Citizenship or immigration status	
Employment status	
☐ Status as a victim of domestic violence or	
sexual assault	
Status as crime victim or witness	
Other Types of Identifying Information (list below)):
*Type of identifying information designated by the	CDO (see CDO Policies & Protectle 53.4.4)
*Type of identifying information designated by the	Cru (see Cru ruicies & riolocois, 93.1.1).



9.	policies local pu	te from the Citywide Privacy Protection Policies and Protocols, what are the agency's regarding requests for disclosures from other City agencies, local public authorities or ublic benefit corporations, and third parties? Please summarize or upload a copy of the See N.Y.C. Admin. Code § 23-1205(a)(1)(c)(1).
10.		divisions of employees within the agency make disclosures of identifying information ng the approval of the privacy officer? See § N.Y.C Admin. Code § 23-1205(a)(1)(c)(4).
11.		categories of employees within the agency make disclosures of identifying information ng the approval of the privacy officer? See § N.Y.C Admin. Code § 23-1205(a)(1)(c)(4).
12.		of the agency's policies address access to identifying information by employees, stors, and subcontractors? See § N.Y.C. Admin Code § 23-1205(a)(4).
	•	Yes – GO TO QUESTION 13
	0	No – GO TO QUESTION 16
13.	employ	use policies state that access to identifying information must be necessary for the rees, contractors, and subcontractors to perform their duties? See N.Y.C. Admin Code 105(a)(4).
	•	Yes – GO TO QUESTION 14
	0	No – GO TO QUESTION 16
14.		se policies implemented so that access is limited to the greatest extent possible, but also s the purpose or mission of the agency?
	•	Yes – GO TO QUESTION 15
	0	No – GO TO QUESTION 16



15.		be how access is limited to the greatest extent possible while furthering the purpose or of the agency.
	City ag	arize or upload the agency's current policies for handling proposals for disclosures to other encies, local public authorities, or local public benefit corporations, and third parties. See admin Code § 23-1205(a)(1)(c)(2).
	necess	arize or upload the agency's current policies regarding the classification of disclosures as itated by the existence of exigent circumstances or as routine. See N.Y.C Admin Code $205(a)(1)(c)(3)$.
		022, has the agency considered or implemented , where applicable, policies that minimize
		lection, retention, and disclosure of identifying information to the greatest extent possible urthering the purpose or mission of the agency? See N.Y.C Admin Code § 23-1205(a)(3).
	•	Yes – GO TO QUESTION 19
	0	No – GO TO QUESTION 20
	minimi	arize the policies that the agency has considered or implemented regarding data zation for the collection, retention, and disclosure of identifying information. See N.Y.C 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).
- Proceed to the next page -



APPROVAL SIGNATURE FOR AGENCY REPORT

PREPARER OF AGENCY REPORT

Peter S. Torre Name:

General Counsel Title:

peter.torre@manhattanbp.nyc.gov Email:

Phone: 9175358672

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Peter Torre Name:

General Counsel Title:

peter.torre@manhattanbp.nyc.gov Email:

2126698168 Phone:

Date: 07/31/2024Signature: Peter Torre
Peter Torre (Jul 31, 2024 19:53 EDT)



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

	COLLECTIONS					
	Type of Collection	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Collection.		
1	Procurement	Administration	Pre-approved as routine	Identifying contact, demographic, work-related, status and social media information may be collected or disclosed in the performance of administrative functions of MBPO. This information is collected and disclosed in order to coordinate scheduling and in the performance of budget, finance, procurement, training, human resources and other administrative functions.		
2	Legal Matters or Proceeding	Appointments	Pre-approved as routine	Identifying contact, demographic, work-related and social media account information may be collected or disclosed for all appointment and proclamation purposes		
3	Legal Matters or Proceeding	Borough Map maintenance	Pre-approved as routine	Identifying contact information may be collected and disclosed in the fulfillment of the MBPO's obligation to maintain the official borough map.		
4	Office Administration	Communications	Pre-approved as routine	Identifying contact and social media information may be collected or disclosed for communication purposes, including correspondence, scheduling meetings or		



5	Office Administration	Constituent Services	Pre-approved as routine	events and communicating with members of the public, the media and other government officials Identifying contact, demographic, status, government program and social media account information may be collected or disclosed for the purpose of providing
6	Research	Policy	Pre-approved as routine	constituent services. Identifying contact, demographic and social media information may be collected or disclosed as part of MBPO's core functions of policy planning, policy advocacy and project implementation. This information is collected and disclosed in order perform strategic planning, project management, research, data analytics, database management, policy development/advocacy and program design/administration.
7	Legal Matters or Proceeding	Legal Compliance	Pre-approved as routine	Identifying contact, demographic, status, government program and social media account information may be collected or disclosed in fulfilling the MBPO's legal obligations. This information is collected and disclosed in order to effectively negotiate



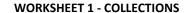
				contracts, enforce legal rights and remedies in litigation, and to comply with federal, state and local laws, including FOIL responses
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				mission served by this Collection.
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Describe the following types of disclosures. *Note, you may have multiple disclosures of the same type.*

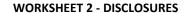
	DISCLOSURES					
	Type of Disclosure	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Disclosure.	Was this disclosure made pursuant to an external request?	
1	Procurement	Administration	Pre-approved as routine	Identifying contact, demographic, work-related, status and social media information may be collected or disclosed in the performance of administrative functions of MBPO. This information is collected and disclosed in order to coordinate scheduling and in the performance of budget, finance, procurement, training, human resources and other administrative functions	No	
2	Legal Matters or Proceeding	Appointments	Pre-approved as routine	Identifying contact, demographic, work-related and social media account information may be collected or disclosed for all appointment and proclamation purposes	No	
3	Legal Matters or Proceeding	Borough Map Maintenance	Pre-approved as routine	Identifying contact information may be collected and disclosed in the fulfillment of the MBPO's obligation to maintain the official borough map	No	



	Office Administration	Communications	Pre-approved as routine	Identifying contact and social media information may be collected or disclosed for communication purposes, including	No
4				correspondence, scheduling meetings or events and communicating with members of the public, the media and other government officials	
5	Office Administration	Constituent Services	Pre-approved as routine	Identifying contact, demographic, status, government program and social media account information may be collected or disclosed for the purpose of providing constituent services.	No
6	Research	Policy	Pre-approved as routine	Identifying contact, demographic and social media information may be collected or disclosed as part of MBPO's core functions of policy planning, policy advocacy and project implementation. This information is collected and disclosed in order perform strategic planning, project management, research, data analytics, database management, policy	No

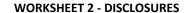


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				development/advocacy and	
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	Legal Matters or Proceeding	Legal Compliance	Pre-approved as routine	Identifying contact,	No
				demographic, status,	
				government program and	
				social	
				media account information	
				may be collected or	
				disclosed in fulfilling the	
				MBPO's legal	
7				obligations. This	
_ ′				information is collected and	
				disclosed in order to	
				effectively negotiate	
				contracts, enforce legal	
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				litigation, and to comply	
				with federal, state and	
				local laws, including FOIL	
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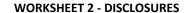


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	Type of Disclosure	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Disclosure.	Was this disclosure made pursuant to an external request?
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For each **disclosure**, select the <u>type</u> of entity **and** provide the <u>name</u> of the entity that received the identifying information.

	Type of Entity	Name of Entity
1	Federal Agency	[free text]
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	Type of Entity	Name of Entity
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OPTIONAL QUESTION: Using the table below, describe any proposals for disclosures of identifying information that your agency declined to approve.

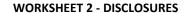
	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
1	Choose an item.	[free text]	[free text]	[free text]
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	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
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	Type of Entity that Requested the	Name of the Entity	Reason for the Request	Description of Agency's Rationale
	Identifying Information			for Rejection
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	Choose an item. Type of Entity that Requested the	Name of the Entity	Reason for the Request	Description of Agency's Rationale
81	Choose an item. Type of Entity that Requested the Identifying Information	, , ,		for Rejection
81	Choose an item. Type of Entity that Requested the Identifying Information Choose an item.	Name of the Entity [free text]	Reason for the Request [free text]	
81 82 83	Choose an item. Type of Entity that Requested the Identifying Information Choose an item. Choose an item.	, , ,		for Rejection
81 82 83 84	Choose an item. Type of Entity that Requested the Identifying Information Choose an item. Choose an item. Choose an item.	, , ,		for Rejection
81 82 83 84 85	Choose an item. Type of Entity that Requested the Identifying Information Choose an item. Choose an item. Choose an item. Choose an item.	, , ,		for Rejection
81 82 83 84 85 86	Choose an item. Type of Entity that Requested the Identifying Information Choose an item.	, , ,		for Rejection
81 82 83 84 85 86 87	Choose an item. Type of Entity that Requested the Identifying Information Choose an item.	, , ,		for Rejection
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