

## 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](mailto:MOReports@cityhall.nyc.gov)
- City Council Speaker at [reports@council.nyc.gov](mailto:reports@council.nyc.gov)
- Chief Privacy Officer and the Citywide Privacy Protection Committee at [oip@oti.nyc.gov](mailto: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 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: Conflicts of Interest Board
  
2. APO Contact Details
  - a. Name: Katherine J. Miller
  - b. Title: Director of Annual Disclosure & Special Counsel
  - c. Email: kmiller@coib.nyc.gov
  - d. Telephone: 212-437-0730

**COLLECTIONS**

3. How many collections does the agency have to describe?  
11
  
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)*	<b><u>Work-Related Information</u></b> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<b><u>Biometric Information</u></b> <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 type="checkbox"/> Height <input type="checkbox"/> Weight	<b><u>Government Program Information</u></b> <input type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input 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
<b><u>Contact Information</u></b> <input checked="" type="checkbox"/> Current and/or previous home address <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<b><u>Law Enforcement Information</u></b> <input type="checkbox"/> Arrest record or criminal conviction <input 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
<b><u>Demographic Information</u></b> <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 type="checkbox"/> Sexual orientation	<b><u>Technology-Related Information</u></b> <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
<b><u>Status information</u></b> <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 type="checkbox"/> Status as crime victim or witness	
<b><u>Other Types of Identifying Information</u></b> (list below):  	
*Type of identifying information designated by the CPO (see <a href="#">CPO Policies &amp; Protocols, §3.1.1</a> ).	

**DISCLOSURES**

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

17

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 type="checkbox"/> Social security number (full or last 4 digits)* <input checked="" type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<b><u>Work-Related Information</u></b> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<b><u>Biometric Information</u></b> <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 type="checkbox"/> Height <input type="checkbox"/> Weight	<b><u>Government Program Information</u></b> <input type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input type="checkbox"/> Any scheduled court appearances <input checked="" type="checkbox"/> Eligibility for or receipt of public assistance or City services <input type="checkbox"/> Income tax information <input checked="" type="checkbox"/> Motor vehicle information
<b><u>Contact Information</u></b> <input checked="" type="checkbox"/> Current and/or previous home address <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<b><u>Law Enforcement Information</u></b> <input type="checkbox"/> Arrest record or criminal conviction <input 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
<b><u>Demographic Information</u></b> <input type="checkbox"/> Country of origin <input type="checkbox"/> Date of birth* <input type="checkbox"/> Gender identity <input 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	<b><u>Technology-Related Information</u></b> <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
<b><u>Status information</u></b> <input 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 type="checkbox"/> Status as crime victim or witness	
<b><u>Other Types of Identifying Information</u></b> (list below): Employee identification number or employee reference number Bank account number, bank routing number,	
*Type of identifying information designated by the CPO (see <a href="#">CPO Policies &amp; Protocols, §3.1.1</a> ).	

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: Katherine J. Miller

Title: Director of Annual Disclosure & Special Counsel

Email: kmiller@coib.nyc.gov

Phone: 212-437-0730

**ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW**

Name: Carolyn Miller

Title: Executive Director

Email: miller@coib.nyc.gov

Phone: 212-437-0710

Signature: *Carolyn Miller*

Date: 07/26/2024

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	Finance	COIB collects fine payments in the form of checks or money orders from individuals who violated the relevant laws enforced by COIB.	Pre-approved as routine	Necessary to enforce the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter) and Annual Disclosure Law (Section 12-110 of the New York City Administrative Code).
2	Human Resources and other Personnel Matters	COIB collects information from applicants, agency employees, Board Members, and interns for human resources and other personnel matters.	Pre-approved as routine	Necessary for the daily operation and management of the agency.
3	Procurement	COIB collects information from vendors to administer procurement agreements.	Pre-approved as routine	Necessary for the daily operation and management of the agency.
4	None of the above	COIB collects information from current and former public servants, City agencies, affiliated not-for-profits, and legal defense trusts, to provide confidential advice and facilitate compliance with relevant laws.	Pre-approved as routine	Necessary to implement and administer the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter); Annual Disclosure Law (Section 12-110 of the New York City Administrative Code); Affiliated Not-for-Profits Law (Chapter 9 of Title 3 of the New York City Administrative Code); and Legal Defense Trusts Law (Chapter 11

				of Title 3 of the New York City Administrative Code).
5	None of the above	COIB collects information about required annual disclosure filers to facilitate the filing process.	Pre-approved as routine	Necessary to implement and administer the City's Annual Disclosure Law (Section 12-110 of the New York City Administrative Code).
6	None of the above	COIB collects information from required annual disclosure filers as required by relevant laws.	Pre-approved as routine	Necessary to implement and administer the City's Annual Disclosure Law (Section 12-110 of the New York City Administrative Code).
7	Law Enforcement	COIB collects information about individuals who have allegedly violated relevant laws to prosecute those violations.	Pre-approved as routine	Necessary to enforce the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter).
8	None of the above	COIB collects information about individuals who attend training sessions.	Pre-approved as routine	Necessary to implement the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter).
9	None of the above	COIB collects information about legal defense trusts, donors to legal defense trusts, and the expenditures of legal defense trusts.	Pre-approved as routine	Necessary to implement, administer, and enforce the City's Legal Defense Trusts Law (Chapter 11 of Title 3 of the New York City Administrative Code).
10	Compliance	COIB collects training certificates from employees	Pre-approved as routine	Necessary to comply with the City's EEO requirements.
11	None of the above	COIB collects information about donations made to affiliated-not-for-profits.	Pre-approved as routine	Necessary to implement and administer the City's Affiliated Not-for-Profits Law (Chapter 9 of

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				Title 3 of the New York City Administrative Code).
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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	Finance	COIB deposits fine payments received in the form of checks or money orders from individuals who violated the relevant laws enforced by COIB.	Pre-approved as routine	Necessary to enforce the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter) and Annual Disclosure Law (Section 12-110 of the New York City Administrative Code).	No
2	Office Administration	COIB discloses information for the purposes of budget oversight and to secure money in the budget for hiring and promotions.	Pre-approved as routine	Necessary for the daily operation and management of the agency.	No
3	Procurement	COIB discloses information to administer procurement agreements.	Pre-approved as routine	Necessary for the daily operation and management of the agency.	No
4	None of the above	COIB discloses information in waivers issued pursuant to New York City Charter Section 2604(e), which are publicly available upon request.	Pre-approved as routine	Necessary to implement and administer the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter).	No

5	None of the above	COIB posts on its website advisory opinions issued pursuant to New York City Charter Section 2603(c).	Pre-approved as routine	Necessary to implement and administer the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter).	No
6	None of the above	COIB posts on its website policymaker lists, pursuant to Board Rules Section 1-02.	Pre-approved as routine	Necessary to implement and administer the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter).	No
7	None of the above	COIB posts on its website letters from agency heads regarding consulting back arrangements, pursuant to Board Rules Section 1-07(d).	Pre-approved as routine	Necessary to implement and administer the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter).	No
8	None of the above	COIB posts on its website designations by agency heads and Board determinations regarding public servants performing work for not-for-profits, pursuant to Board Rules Section 1-13(e).	Pre-approved as routine	Necessary to implement and administer the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter).	No
9	None of the above	COIB posts on its website fundraising disclosures provided by City agencies, pursuant to Board Rules Section 1-14.	Pre-approved as routine	Necessary to implement and administer the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter).	No



10	None of the above	The information provided by affiliated not-for-profits about their fundraising, as required by relevant law, is accessible through COIB's website.	Pre-approved as routine	Necessary to implement and administer the City's Affiliated Not-for-Profits Law (Chapter 9 of Title 3 of the New York City Administrative Code).	No
11	None of the above	The information provided by legal defense trusts about their organization, donations, and expenditures, as required by relevant law, is accessible through COIB's website.	Pre-approved as routine	Necessary to implement and administer the City's Legal Defense Trusts Law (Chapter 11 of Title 3 of the New York City Administrative Code).	No
12	None of the above	COIB discloses information provided by required annual disclosure filers as required by relevant law.	Pre-approved as routine	Necessary to implement and administer the City's Annual Disclosure Law (Section 12-110 of the New York City Administrative Code).	Yes
13	None of the above	COIB discloses information in response to Freedom of Information Law ("FOIL") requests.	Pre-approved as routine	Necessary to comply with the Freedom of Information Law (Public Officers Law Section 87).	Yes
14	None of the above	COIB discloses information as necessary to prosecute violations of relevant laws.	Pre-approved as routine	Necessary to enforce the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter).	No

15	Legal Matters or Proceeding	COIB discloses information as necessary to defend the agency in litigation.	Pre-approved as routine	Necessary to enforce the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter) and to the operations of the agency.	No
16	Law Enforcement	COIB discloses information in response to judicially endorsed subpoenas.	Pre-approved as routine	Necessary to comply with legal obligations.	Yes
17	None of the above	COIB discloses information in orders and settlements for educational purposes, which are posted on COIB's website.	Pre-approved as routine	Necessary to implement, administer, and enforce the City's Conflicts of Interest Law (Chapter 68 of the New York City Charter) and to the operations of the agency.	No

*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	Financial Institution	J.P. Morgan Chase
2	City Agency	NYC Office of Management and Budget
3	City Agency	NYC Office of the Comptroller
4	Choose an item.	Members of the public
5	Choose an item.	Members of the public
6	Choose an item.	Members of the public
7	Choose an item.	Members of the public
8	Choose an item.	Members of the public
9	Choose an item.	Members of the public
10	Choose an item.	Members of the public
11	Choose an item.	Members of the public
12	Choose an item.	The person who requested the annual disclosure report
13	Choose an item.	The person who submitted the FOIL request
14	City Agency	NYC Department of Investigation NYC Office of Administrative Trials and Hearings Respondent
15	City Agency	NYC Law Department
16	Choose an item.	The law enforcement agency that obtained the subpoena
17	Choose an item.	Members of the public