

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: Department of Correction

2. APO Contact Details
 - a. Name: Laura Ahern
 - b. Title: Senior Counsel
 - c. Email: Laura.Ahern@doc.nyc.gov
 - d. Telephone: (718) 546-3396

COLLECTIONS

3. How many collections does the agency have to describe?
25

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 type="checkbox"/> Name <input type="checkbox"/> Social security number (full or last 4 digits)* <input type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<u>Work-Related Information</u> <input type="checkbox"/> Employer information <input type="checkbox"/> Employment address
<u>Biometric Information</u> <input type="checkbox"/> Fingerprints <input 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	<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 type="checkbox"/> Current and/or previous home address <input type="checkbox"/> Email address <input 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, 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 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	<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 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 a 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): 	
<p>*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).</p>	

DISCLOSURES

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

17

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



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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 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 checked="" 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 type="checkbox"/> Income tax information <input 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 checked="" 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 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 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): NYSID, Book & Case Number	
*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: Laura Ahern

Title: Senior Counsel

Email: Laura.Ahern@doc.nyc.gov

Phone: (718) 546-3396

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Name: Lynelle Maginley-Liddie

Title: Commissioner

Email: Lynelle.Maginley-Liddie@doc.nyc.gov

Phone: 718-546-0890

Signature: *Lynelle Maginley-Liddie*
Lynelle Maginley-Liddie(Jul 29, 2024 15:19 EDT)

Date: 07/29/2024

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	Office Administration	Collection of employee and limited incarcerated individual information	Pre-approved as routine	The Central Warehouse Operations Division collects and retains, where appropriate, employee and limited incarcerated individual information to further its functions that include ordering and distributing general supplies, maintenance supplies, and food for the Department.
2	Office Administration	Collection of identifying information of incarcerated individuals.	Pre-approved as routine	The Correction Industries Division collects and retains incarcerated individual information for the purpose of identifying those individuals assigned as part of the outside of housing facility detail work cadre, e.g. Bakery, Laundry, Printshop, Sanitation, Tailor Shop, Warehouse.
3	Law Enforcement	Collection of various information to track Security Risk Groups, Arrests of persons in custody for crimes committed, arrests of visitors for introducing contraband in the jail system, apprehension of persons in custody who escape or are released in error, and to maintain preventative measures to stop and/or reduce violence with in the jail system.	Pre-approved as routine	The Correction Intelligence Bureau collects and retains information in conjunction with its field intelligence operations and investigations, all in furtherance of its goal of violence and crime reduction, and prevention within DOC facilities.

4	Law Enforcement	Collection of identifying information of incarcerated individuals to ensure appropriate admission into custody, transfer, release from custody, or to correct jail time calculations.	Pre-approved as routine	The Custody Management Division collects and retains this information in furtherance of the Department's core function of care, custody, and control of incarcerated individuals.
5	Human Resources and other Personnel Matters	Collection of various personnel-related information and records.	Pre-approved as routine	The Office of Equal Employment Opportunity collects various personnel-related information and records in the performance of its core administrative, quasi-human resource, and investigatory functions.
6	Utilities & Infrastructure	Collection of limited identifying information of incarcerated individuals and employees.	Pre-approved as routine	The Facility Operations Division collects limited identifying information in its capacity as overseer of the daily operations of all Department facilities. The Division's goal is to ensure compliance with departmental and oversight agency policies focused on the care, custody, and control of the Department's incarcerated population.
7	Finance	Collection of identifying information of incarcerated individuals, members of the public, and employees.	Pre-approved as routine	The Financial Services Division collects certain identifying information of incarcerated individuals and members of the public to allow for the operation of facility cashiers, commissary, and bail payment oversight/processing. The Division collects and retains additional identifying information of

				employees in furtherance of its duties related to personal expense reimbursement and accounts payable for Departmental purchases.
8	Utilities & Infrastructure	Collection of employee identifying information.	Pre-approved as routine	The Fleet Maintenance and Operations Unit collects limited identifying information of employees to effectuate its role of acquisition, maintenance, and relinquishment of agency vehicles and motor equipment.
9	Office Administration	Collection of employee vehicle information for the provision of parking permits.	Pre-approved as routine	The Headquarters Office Manager collects and retains limited identifying information of Departmental employees in its role as liaison between the Department and the Department's physical headquarters.
10	Public Safety and Health	Collection of employee identifying information and incarcerated individual identifying information.	Pre-approved as routine	The Health Affairs Division collects basic employee identifying information and incarcerated individual identifying information in furtherance of its role as liaison between the Department and Correctional Health Services. All collections and disclosures directly relate to its liaison role and help to ensure that incarcerated individuals have appropriate access to health services.
11	Human Resources and other Personnel Matters	Collection of employee identifying information.	Pre-approved as routine	The Health Management Division collects employee information

				pursuant to its mandate to provide medical and psychological evaluations of staff to determine fitness for duty.
12	Human Resources and other Personnel Matters	Collection of identifying information of applicants, personnel to provide employee benefits, payroll, and other relevant services.	Pre-approved as routine	The Human Resources Division collects and retains identifying information of personnel to provide employee benefits, payroll, and other relevant services. In addition, identifying information is collected from applicants and new hires for the same purposes, and to conduct relevant background investigations.
13	Law Enforcement	Collection of identifying information of employees and incarcerated individuals.	Pre-approved as routine	The Investigations Division collects and retains identifying information from staff and incarcerated individuals, and witnesses to incidents requiring investigation (example: use of force, staff misconduct, arrests of staff, PREA allegations).
14	Technology	Collection of all electronic data relating to incarcerated individuals, employees, and visitors.	Pre-approved as routine	The Information Technology Division/Technical Services retains all electronic data relating to incarcerated individuals, employees, and visitors, in furtherance of the Department's core function of care, custody, and control of incarcerated individuals.
15	Legal Matters or Proceeding	Collection of identifying information and records of incarcerated individuals, employees, visitors, attorneys,	Pre-approved as routine	The Legal Division collects, retains, and discloses identifying information and records of incarcerated individuals, employees, visitors,

		government representatives, and members of the general public.		attorneys, government representatives, and members of the general public in the performance of its duties as counsel for the Department and its internal divisions in all legal affairs. In many instances, these collections and disclosures are made during the normal course of litigation in civil matters involving the Department. Additional collection is made in conjunction with its counsel in the promulgation and interpretation of Departmental policies and procedures.
16	Office Administration	Collection of employee identifying information.	Pre-approved as routine	The Office of Administration collects identifying information of employees in furtherance of its duties to monitor overtime, reconcile work schedules, distribute information regarding employment, oversee work assignments and transfers, and to facilitate the review of disciplinary filings.
17	Compliance	Collection of identifying information of employees and incarcerated individuals.	Pre-approved as routine	The Office of Chief of Staff and Intergovernmental Affairs collects identifying information in response to inquiries from elected officials and oversight bodies to remain in compliance with all legally required reporting.
18	Compliance	Collection of identifying information of employees,	Pre-approved as routine	The Office of Constituent and Grievance Services collects

		members of the public and incarcerated individuals.		identifying information, where necessary, to respond to and resolve complaints submitted by incarcerated individuals, employees, and members of the public as a service to ensure the safe care, custody, and control of incarcerated individuals.
19	Compliance	Collection of identifying information of employees and incarcerated individuals.	Pre-approved as routine	The Prison Rape Elimination Act Unit collects information related to incarcerated individuals and employees where necessary to ensure compliance with Federal PREA regulations.
20	Social Services	Collection of identifying information of incarcerated individuals.	Pre-approved as routine	The Programs and Community Partnerships Division collects certain identifying information of incarcerated individuals in furtherance of counseling services, programs, or educational services provided to the incarcerated population. Identifying information is also collected where appropriate to monitor individuals who are out on community release programs.
21	Procurement	Collection of limited identifying information.	Pre-approved as routine	The Central Office of Procurement collects limited identifying information to comply with applicable federal, state, and local procurement rules including New York City Procurement Policy Board Rules.

22	None of the above	Collection of identifying information of visitors, members of the public.	Pre-approved as routine	The Public Information/Press Office collects identifying information to arrange media visits and incarcerated individual interviews pursuant to Department media policies and oversight minimum standards.
23	Compliance	Collection of identifying information of incarcerated individuals.	Pre-approved as routine	The Quality Assurance Division receives identifying information of incarcerated individuals in furtherance of its responsibilities to develop policies and procedures to ensure sustained compliance with existing city, state, and federal regulations, mandates of oversight agencies, and federal monitors on issues of housing conditions.
24	Human Resources and other Personnel Matters	Collection of identifying information of employees.	Pre-approved as routine	The Training and Development Division collects identifying information for the purposes of training uniform and non-uniform personnel in the performance of their job functions.
25	Legal Matters or Proceeding	Collection of identifying information of employees, incarcerated individuals, members of the public.	Pre-approved as routine	The Trials Division receives personnel information and records of alleged employee misconduct which it reviews to make determination concerning the administration of discipline over Members of Service. The Division's actions are taken to ensure continued safe care, custody, and control of incarcerated individuals.
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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>
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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>
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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					
	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	Law Enforcement	The Correction Intelligence Bureau discloses limited identifying information to other law enforcement agencies and District Attorneys offices when approved as routine by the APO, after Legal Division execution of memoranda of understanding, or in response to a legal subpoena.	Pre-approved as routine	The Correction Intelligence Bureau discloses information in conjunction with its field intelligence operations and investigations, all in furtherance of its goal of violence and crime reduction, and prevention within DOC facilities.	Yes
2	Law Enforcement	Collection of identifying information of incarcerated individuals to ensure appropriate admission into custody, transfer, release from custody, or to correct jail time calculations.	Pre-approved as routine	The Custody Management Division discloses this information in furtherance of the Department's core function of care, custody, and control of incarcerated individuals.	Yes
3	Human Resources and other Personnel Matters	Disclosure of various personnel-related information and records.	Pre-approved as routine	The Office of Equal Employment Opportunity discloses various personnel-related information and records in the performance of its core administrative, quasi-human resource, and investigatory functions. The maintenance and disclosure of these records are	Yes

				prescribed by various city, state, and federal laws.	
4	Finance	Disclosure of limited identifying information of incarcerated individuals, members of the public, and employees.	Pre-approved as routine	The Financial Services Division discloses identifying information of incarcerated individuals and members of the public to allow for the operation of facility cashiers, commissary, and bail payment oversight/processing.	Yes
5	Utilities & Infrastructure	Disclosure of employee identifying information.	Pre-approved as routine	The Fleet Maintenance and Operations Unit discloses limited identifying information of employees to effectuate its role of acquisition, maintenance, and relinquishment of agency vehicles and motor equipment.	No
6	Public Safety and Health	Collection of employee identifying information and incarcerated individual identifying information.	Pre-approved as routine	The Health Affairs Division collects basic employee identifying information and incarcerated individual identifying information in furtherance of its role as liaison between the Department and Correctional Health Services. All disclosures directly relate to its liaison role and help to ensure that incarcerated individuals have appropriate access to	Yes

				health services. In addition, Health Affairs makes periodic disclosures to oversight agencies as required by law and to other City agencies as necessary to ensure comprehensive investigations into detainee deaths.	
7	Human Resources and other Personnel Matters	Collection of employee identifying information.	Pre-approved as routine	The Health Management Division collects employee information pursuant to its mandate to provide medical and psychological evaluations of staff to determine fitness for duty.	No
8	Human Resources and other Personnel Matters	Disclosure of identifying information of applicants, personnel to provide employee benefits, payroll, and other relevant services.	Pre-approved as routine	The Human Resources Division makes limited disclosures of identifying information to various governmental agencies including but not limited to DCAS and the Civil Service Commission and are authorized by the applicant/employee.	Yes
9	Technology	Disclosure of limited electronic data relating to incarcerated individuals, employees, and visitors.	Pre-approved as routine	The Information Technology Division/Technical Services discloses certain electronic data relating to incarcerated individuals, employees, and visitors, in furtherance of the Department's core	Yes

				function of care, custody, and control of incarcerated individuals.	
10	Legal Matters or Proceeding	Disclosure of identifying information and records of incarcerated individuals, employees, visitors, attorneys, government representatives, and members of the general public.	Pre-approved as routine	The Legal Division discloses identifying information and records of incarcerated individuals, employees, visitors, attorneys, government representatives, and members of the general public in the performance of its duties as counsel for the Department and its internal divisions in all legal affairs. In many instances, these disclosures are made during the normal course of litigation in civil matters involving the Department.	Yes
11	Office Administration	Disclosure of employee identifying information.	Pre-approved as routine	The Office of Administration discloses identifying information of employees in furtherance of its duties to monitor overtime, reconcile work schedules, distribute information regarding employment, oversee work assignments and transfers, and to facilitate the review of disciplinary filings.	Yes
12	Compliance	Disclosure of identifying information of employees	Pre-approved as routine	The Office of Chief of Staff and Intergovernmental Affairs discloses identifying	Yes

		and incarcerated individuals.		information in response to inquiries from elected officials and oversight bodies to remain in compliance with all legally required reporting.	
13	Compliance	Disclosure of identifying information of employees and incarcerated individuals.	Pre-approved as routine	The Office of Constituent and Grievance Services discloses identifying information, where necessary, to respond to and resolve complaints submitted by incarcerated individuals, employees, and members of the public as a service to ensure the safe care, custody, and control of incarcerated individuals.	No
14	Social Services	Disclosure of identifying information of incarcerated individuals.	Pre-approved as routine	The Programs and Community Partnerships Division discloses certain identifying information of incarcerated individuals in furtherance of counseling services, programs, or educational services provided to the incarcerated population.	Yes
15	None of the above	Disclosure of identifying information of incarcerated individuals and employees.	Approved by the APO on a case-by-case basis	The Public Information Office/Press Office limits disclosure of identifying information to that which is already publicly available pursuant to NYC Admin	Yes

				Code 9-121. All disclosures are in furtherance of transparency regarding the Department's core function of care, custody, and control of incarcerated individuals.	
16	Human Resources and other Personnel Matters	Disclosure of identifying information of employees.	Pre-approved as routine	The Training and Development Division discloses identifying information in order to track, monitor, and report on training as required by government agencies, notably for the NYS verification of eligibility for peace officers. .	Yes
17	Legal Matters or Proceeding	Disclosure of identifying information of employees, incarcerated individuals, members of the public.	Pre-approved as routine	The Trials Division discloses personnel information and records of alleged employee misconduct which it reviews to make determination concerning the administration of discipline over Members of Service. The Division's actions are taken to ensure continued safe care, custody, and control of incarcerated individuals.	Yes
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	<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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	<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>
52	Choose an item.	[free text]	Choose an item.	[free text]	Choose an item.
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	<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	City Agency	NYPD
2	State Agency	NYS Board of Parole
3	State Agency	NYS Dept. of Probation
4	State Agency	NYS Courts
5	State Agency	NYS DOCCS
6	City Agency	The Office of the Mayor
7	City Agency	NYC Equal Employment Practices Commission
8	City Agency	NYC Council
9	Media Outlet	Various news outlets
10	City Agency	NYC Dept. of Finance
11	City Agency	NYC Dept. of Investigation
12	City Agency	DCAS
13	State Agency	SCOC
14	City Agency	NYC Board of Correction
15	Research Institution	Vera Institute
16	City Agency	OCME
17	City Agency	NYC Health and Hospitals
18	Other Nonprofit	NYC Correction Captains' Association
19	City Agency	NYC Civil Service Commission
20	Other Nonprofit	Corrections Benevolent Association
21	Other Private Sector Company	Various financial institutions re: employment verifications
22	State Agency	NYS Division of Criminal Justice Services
23	State Agency	NYS Unemployment Benefits
24	City Agency	NYC Admin. for Children's Services
25	City Agency	NYC Human Resources Admin.
26	City Agency	NYC Office of the Comptroller
27	City Agency	NYC Law Dept.

	<i>Type of Entity</i>	<i>Name of Entity</i>
28	City Agency	All NYC District Attorneys Offices
29	Law Firm	Various
30	Federal Agency	Nunez Federal Monitor
31	Federal Agency	Benjamin Federal Monitor
32	City Agency	NYC 311
33	City Agency	Mayor's Office of Criminal Justice
34	Other Nonprofit	Fortune Society
35	Other Nonprofit	Osbourne Association
36	Other Nonprofit	Horticultural Society of New York
37	City Agency	Mayor's Office of Immigration Affairs
38	Other Nonprofit	Various Programming Providers
39	City Agency	NYC Office of Admin. Trials and Hearings
40	City Agency	NYCHA
41	Research Institution	Center for Innovation through Data Intelligence (CIDI)
42	Research Institution	The Center for Court Innovation
43	Educational Institution	John Jay College of Criminal Justice
44	Federal Agency	Social Security Administration
45	City Agency	NYC Dept. of Education
46	City Agency	Administrator for the Assigned Counsel Plan for the First Division, Judicial Dept.
47	State Agency	NYS Office of the Medicaid Inspector General
48	City Agency	NYC Mayor's Office of Data Analytics
49	City Agency	NYC Dept. for the Aging
50	Other Private Sector Company	ReServe
51	State Agency	NYS Office of the Attorney General
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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]
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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>
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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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The Department of Correction follows the Citywide Privacy Protection Policies and Protocols in considering requests for disclosures from other City agencies, local public authorities or public benefit corporations, and third parties. It does not have any policies that are separate from the Citywide Privacy Protection Policies and Protocols.

The Department takes a thoughtful approach to requests from the above-named entities. Such requests have been identified as routine by the Agency Privacy Officer, and/or are reviewed by the Legal Division and/or APO prior to disclosure. Not all employees, contractors, and subcontractors have access to identifying information, and those who disclose identifying information do so only as authorized pursuant to their official duties as dictated by executed memoranda of understanding. The Department also provides guidance to media and other public requestors for identifying information in its Media Access Policy.

Certain routine disclosures of identifying information collected and retained by the Department are required, including but not limited to, disclosures pursuant to N.Y.C. Admin. Code 9-121 and information to oversight bodies including but not limited to the New York City Board of Correction, the New York State Commission on Correction, and the New York State Office of the Attorney General, Office of Special Investigation.