

# Community Board Identifying Information Law Report

(Due by July 31, 2022)

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

For any questions, contact [PrivacyOfficer@cityhall.nyc.gov](mailto:PrivacyOfficer@cityhall.nyc.gov). The information in this report will be public.

By July 31, 2022, submit this report to:

- Chief Privacy Officer: [PrivacyOfficer@cityhall.nyc.gov](mailto:PrivacyOfficer@cityhall.nyc.gov)
- Mayor: [MOREports@cityhall.nyc.gov](mailto:MOREports@cityhall.nyc.gov)
- City Council Speaker: [reports@council.nyc.gov](mailto:reports@council.nyc.gov)
- Citywide Privacy Protection Committee: [NYCPrivacyCommittee@cityhall.nyc.gov](mailto:NYCPrivacyCommittee@cityhall.nyc.gov)
- Department of Records and Information Services (DORIS) online submissions portal: <https://a860-gpp.nyc.gov>

Community Board:	Queens Community Board <u>10</u>	Date of Report:	7/31/2022
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## 1. Specify the types of identifying information your community board collects or discloses (check all that apply):

<input checked="" 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)	<b>Work-Related Information</b> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<b>Biometric Information</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	<b>Government Program Information</b> <input checked="" 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 checked="" type="checkbox"/> Motor vehicle information
<b>Contact Information</b> <input checked="" type="checkbox"/> Current and/or previous home addresses <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	
<b>Demographic Information</b> <input 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 type="checkbox"/> Marital or partnership status <input type="checkbox"/> Nationality <input checked="" type="checkbox"/> Race <input type="checkbox"/> Religion <input checked="" type="checkbox"/> Sexual orientation	<b>Law Enforcement Information</b> <input type="checkbox"/> Arrest record or criminal conviction <input type="checkbox"/> Date and/or time of release from custody of ACS, DOC, or NYPD <input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<b>Status Information</b> <input type="checkbox"/> Citizenship or immigration status <input checked="" type="checkbox"/> Employment status <input type="checkbox"/> Status as victim of domestic violence or sexual assault <input type="checkbox"/> Status as crime victim or witness	<b>Technology-Related Information</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>Other Types of Identifying Information</b> (list below):	

**2. Using the table below, describe why the community board collects and discloses identifying information, mark how each is classified under the IIL, and explain why each furthers the mission of the community board.**

**Use, edit or delete the suggested responses as applicable. Add new rows as needed.**

<b>Description of why the board collects or discloses identifying information</b>	<b>Classification</b>	<b>Why the community board's collection or disclosure furthers the mission of the board</b>
Serving constituents	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information in the regular course of processing constituent service requests furthers the board's mission to resolve constituent complaints and help coordinate the delivery of services to constituents.
Internal administrative functions related to board employees and members	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information for internal administrative functions supports the community board's duty to appoint and employ a district manager and other staff as needed and support members' ability to discharge their duties as public servants.
Holding community board meetings, tracking membership and attendance, and publishing meeting minutes	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information for this purpose furthers the board's mission and Charter-mandated requirement to conduct public meetings to vote on board business and hearings to assess the community's needs.
Processing land use and zoning applications and other charter-required functions	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information relating to land use and zoning applications and other charter-required functions furthers the board's mission to advise on local development and government operations.
External outreach, including maintaining mailing lists, web site, and social media	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information for external outreach supports the board's mission to conduct public outreach and inform the public regarding board operations.
Legal compliance and FOIL requests	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	The community board discloses identifying information when fulfilling Freedom of Information Law requests as required by the New York State Public Officers Law and satisfying other legal compliance requirements as mandated by relevant local, state, and federal law.

**3. Specify the types of entities that request or propose disclosures of identifying information from your community board (check all that apply):**

- City agencies
- Board members
- Members of the public
- Nonprofit organizations
- Other (please describe):

**4. Does the community board have policies<sup>1</sup> regarding requests or proposals for disclosure of identifying information?**

Yes  No

**If yes, describe:**

The Community Board does not have its own written policy regarding requests or proposals

<sup>1</sup> E.g., the Model Protocols for Third-Party Requests.

		for disclosure of identifying information but has adopted and follows the guidance of the Citywide Privacy Protection Policies and Protocols, the Model Citywide Protocol for Handling Third Party Requests for Information Held by City Agencies, and any further guidance issued by the Chief Privacy Officer and the Office of Information Privacy.
<p><b>5. Does the community board utilize legal agreements for the disclosure of identifying information?</b></p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		<u>If yes, describe how and when the board uses them:</u>
<p><b>6. Does the community board have policies addressing when to classify disclosures as routine or as needed in exigent circumstances (such as emergencies)?</b></p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe:</u>
<p><b>(a) Does the community board have policies addressing access to identifying information by employees, contractors, and subcontractors?</b></p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe:</u>
<p><b>(b) If you answered Yes to 6(a), do the policies specify that access to identifying information is only given when necessary to perform their duties?</b></p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
<p><b>(c) If you answered Yes to 6(a), are the policies implemented in a way that minimizes access to identifying information as far as possible while still furthering the purpose or mission of the community board?</b></p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
<p><b>(d) Has the community board considered or implemented any alternative policies to minimize the disclosure of identifying information?</b></p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe:</u>
<p><b>7. Which kinds of employees have been authorized by the community board's agency privacy officer to disclose identifying information (after it has been approved by the APO)?</b></p> <p>The Community Board Chair (as agency head) and all Community Board staff are authorized to make the types of routine disclosures identified in response to Question 2, except for legal compliance, where only the Community Board Chair and/or District Manager are authorized to disclose information unless otherwise delegated or required by applicable law. For disclosures of identifying information not previously designated as routine, the matter is to be referred to the Agency Privacy Officer and the General Counsel of the Office of the Queens Borough President for determination of whether the disclosure is appropriate and whether it may be made by the referring employee or member.</p>		
<p><b>8. Assess the impact of the Identifying Information Law and the Chief Privacy Officer's Privacy Policies and Protocols on the community board's identifying information processes.</b></p>		<input checked="" type="checkbox"/> No negative impact <input type="checkbox"/> Negative impact <u>If there is any negative impact, describe:</u>

**Preparer of Report: Allan Swisher**

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**ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW****Agency Head (or designee):**

Title:	Elizabeth Braton		
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Electronic Signature:		Date:	7/21/22