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 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: Department of Youth and Community Development

2. APO Contact Details

    a. Name: Mark Davis

    b. Title: Associate General Counsel, Agency Privacy Officer

    c. Email: markdavis@dycd.nyc.gov

    d. Telephone: 6463436235

COLLECTIONS

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

    39

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

   107

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.

☑ Name ☑ Social security number (full or last 4 digits)* ☑ Taxpayer ID number (full or last 4 digits)*	**Work-Related Information** ☑ Employer information ☑ Employment address
Biometric Information ☐ Fingerprints ☑ Photographs ☐ Palm and handprints* ☐ Retina and iris patterns* ☐ Facial geometry* ☐ Gait or movement patterns* ☐ Voiceprints* ☐ DNA sequences* ☑ Height ☐ Weight	**Government Program Information** ☑ Any scheduled appointments with any employee, contractor, or subcontractor ☐ Any scheduled court appearances ☑ Eligibility for or receipt of public assistance or City services ☑ Income tax information ☑ Motor vehicle information
Contact Information ☑ Current and/or previous home address ☑ Email address ☑ Phone number	**Law Enforcement Information** ☑ Arrest record or criminal conviction ☑ Date and/or time of release from custody of 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 ☑ Country of origin ☑ Date of birth* ☑ Gender identity ☑ Languages spoken ☑ Marital or partnership status ☑ Nationality ☑ Race ☑ Religion ☑ Sexual orientation	**Technology-Related Information** ☑ Device identifier including media access control (MAC) address or Internet mobile equipment identity (IMEI)* ☐ GPS-based location obtained or derived from a device that can be used to track or locate an individual* ☐ Internet protocol (IP) address* ☑ Social media account information
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): School enrollment status, disability status, residence type, parent status, school attended, age, sex at birth, et	
*Type of identifying information designated by the CPO (*see* CPO Policies & Protocols, §3.1.1).	

9. <u>Separate from the Citywide Privacy Protection Policies and Protocols</u>, 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: Mark Davis

Title: Associate General Counsel, Agency Privacy Officer

Email: markdavis@dycd.nyc.gov

Phone: (646) 343-6235

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Name: Alan Cheng

Title: First Deputy Commissioner

Email: acheng@dycd.nyc.gov

Phone: (646) 343 6810

Signature: _____   Date: 07/29/2024

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	Office Administration	Employees who want to become a city vehicle operator must submit their New York State driver's license in our "Admin Service Portal." Once their driver's license is validated, they will need to complete the Defensive Driving Course and acknowledge the citywide fleet rules in the ESS.	Pre-approved as routine	To operate the city vehicle, the employee must have a valid New York State driver's license. The ATC (Agency Transportation Coordinator) will add and conduct background checks in the NYSDMV system to ensure the employee is in good standing.
2	Client or Customer Service	DYCD CSBG Universal Application collects: Applicant information, Applicant's (or Parent / Guardian's) Contact Information, Emergency Contact Information, Applicant's Education/Education/Work Status, Household & Income Information and Applicant's Health Insurance Status.	Pre-approved as routine	DYCD funded programs collect participant information during the intake process by filling out the CSBG Universal Application for each person being enrolled. This serves our Adult Literacy, Adolescent Literacy, and Immigration Programs.
3	Audit	The Internal Review Unit manages external audits and reviews of DYCD conducted by City, federal and State oversight agencies that involve production	Pre-approved as routine	Same as described in first column.

		of program, fiscal, audit, human resources and procurement documentation that includes policies and procedures, contracts with providers, fiscal and procurement records, and participant files from participants who receive human services provided by DYCD contractors in the areas of workforce development, community development, runaway and homeless youth and after school programs.		
4	Procurement	PPIE collects and retains contact information from individuals representing private entities and from private citizens in the performance of planning and program design functions, such as when we receive and respond to questions emailed to DYCD regarding RFPs and as we gather feedback on proposed program designs via Concept Papers and/or focus groups. Feedback is routinely collected and summarized in order to inform RFP development.	Pre-approved as routine	The Planning, Program Integration, and Evaluation (PPIE) Bureau: 1) conducts analytics and reporting for the agency; 2) oversees the monitoring and evaluation system and measurement and liaises with external evaluation vendors for program evaluation projects; and 3) conducts research and drafts DYCD solicitations, together with program staff and DYCD executives. All of these functions work together to assist the agency with data-driven decision-making. Additionally,

				this office supports efforts to integrate systems and approaches across DYCD program areas and collaborates with other agencies to support citywide initiatives.
5	Client or Customer Service	The capacity building unit collects and retains contact information from individuals representing consulting companies (TA Providers) contracted by DYCD to provide training and consulting services. These TA Providers in turn collect and retain contact information from individuals participating in training or taking advantage of consulting services. Records are retained for 7 years in our servers and in filing cabinets.	Pre-approved as routine	Situated within the Planning, Program Integration and Evaluation (PPIE) Bureau, the Capacity Building unit oversees the work of capacity building contractors who deliver training and consulting services to DYCD-funded providers. DYCD's Capacity Building unit leverages the expertise of technical assistance partners to offer community-based organizations support from leaders in the fields of youth development, workforce development, mentoring, mental health services, and organizational development.
6	Audit	Office of Contract Agency Audits collects and discloses identifying information to federal, state, or local auditors, or other entities authorized to perform audits, in compliance with applicable laws or regulations.	Pre-approved as routine	PII is occasionally collected by OCA during the routine performance of Provider audits. PII is collected to perform audit tests of participant attendance records and personnel services

7	Client or Customer Service	DYCD Community Connect hotline collects certain information from callers to assist them with customer service (including their name, email, phone number, employment status).	Pre-approved as routine	Information is needed to best help New Yorkers who contact DYCD to be connected to available services or apply to any of our programs.
8	Client or Customer Service	Program participant collection including name contact information and emergency contact for program registration.	Pre-approved as routine	To ensure CBOs serve the clients they are contracted to serve.
9	Compliance	Program participant collection including name contact information and emergency contact for program registration.	Pre-approved as routine	To ensure CBOs serve the clients they are contracted to serve.
10	Social Services	Program participant collection including name contact information and emergency contact for program registration.	Pre-approved as routine	To ensure CBOs serve the clients they are contracted to serve.
11	Compliance	Volunteer Neighborhood Advisory Board (NAB) member application for appointment	Pre-approved as routine	Verify applicant's residence is within a Neighborhood Development Area, there are no conflicts of interest as prescribed by the Rules Governing the Conduct of the Community Services Block Grant Program in New York City, and that the applicant is eligible for service on the Neighborhood Advisory Board

12	Compliance	The Community Action Board application for appointment	Pre-approved as routine	For Low-Income members, verify residence is within a Neighborhood Development Area; and for all members, there are no conflicts of interest as prescribed by the **Rules Governing the Conduct of the Community Services Block Grant Program in New York City –** New York State Department of State as oversight agency and administered by the US Department of Health and Human Services
13	Social Services	Information collected from and concerning DYCD-funded program participants as part of their registration and participation in the program.	Pre-approved as routine	The collection and retention of identifying information serves to further DYCD's mission by allowing for evaluation and appropriate oversight, creating opportunities for synergies among program areas and funded contractors, and enabling program participants to avail themselves of other city or DYCD-funded opportunities.
14	Social Services	Information collected and disclosed as part of the administration and oversight of funded programs, by both DYCD and its oversight agencies.	Pre-approved as routine	The collection and retention of identifying information serves to further DYCD's mission by allowing for evaluation and appropriate oversight, creating opportunities for synergies

				among program areas and funded contractors, and enabling program participants to avail themselves of other city or DYCD-funded opportunities.
15	Procurement	Procurement collects the following documents from organization W9, LTR145C, Proof of payments, Certificate of Incorporation or Amendment, Address Verification letters, Letters of Organizational changes/ roles	Pre-approved as routine	Documents collected for Verification purposes to update City Systems to ensure contact and payee information is accurate
16	Procurement	Procurement collects the following documents for Request for proposal: Resumes, Doing Business Data Form, Organizations Chart, Linkage agreements MWBE Waivers,	Pre-approved as routine	Documents collected from organizations for Proposal submission and to determine proposers responsive to the Request for proposal
17	Procurement	Procurement collects the following documents for responsibility determination Reference letters, conflict of interest, Client Abuse and Neglect Form supporting document, Audit, Doing Business Data Form, Incident Reports, Adverse information letters	Pre-approved as routine	Documents are collected to complete a Responsibility Determination. Documents are reviewed for compliance and helps to determine if organizations are responsible to receive an award
18	Procurement	Procurement collects the following contract related items for contracting Board of Directors listing, signature pages, notary pages, fee waivers, leases, fringe letter, lobbying Cert, Conflict of Interest, contractor information sheet,	Pre-approved as routine	Documents collected to compile Contract packages for registration

19	Human Resources and other Personnel Matters	DYCD EEO Office generates reports from demographic information inputted by DYCD job applicants for diversity reporting, monitoring equal employment opportunities.	Pre-approved as routine	To ensure compliance with antidiscrimination laws.
20	Client or Customer Service	Collection of participant information and demographic data directly by parent/participant via DYCD Connect participant data system	Pre-approved as routine	DYCD and Community Based Organizations (CBOs) are tracking citywide enrollment in DYCD-funded programs, including demographic information about participants; includes Beacon, Cornerstone, COMPASS and Runaway and Homeless Youth Services
21	Client or Customer Service	Collection of participant information and demographic data collected via paper applications directly by CBO staff and then entered into DYCD Connect participant data system	Pre-approved as routine	DYCD and CBOs are tracking citywide enrollment in DYCD-funded programs, including demographic information about participants; includes Beacon, Cornerstone, COMPASS and Runaway and Homeless Youth Services
22	Human Resources and other Personnel Matters	DYCD Human Capital collects identifying information when processing new hires, transfers and separation	Pre-approved as routine	Information is needed to verify the identity of the candidate or former employee
23	Human Resources and other Personnel Matters	DYCD Human Capital collects information when facilitating the processing of health benefits	Pre-approved as routine	Information is needed to ensure that employee or retiree is being processing correctly for benefits

24	Human Resources and other Personnel Matters	DYCD Human Capital collects information when assessing training needs	Pre-approved as routine	A needs assessment is conducted to determine the education and experience of employee to assess training needs
25	Human Resources and other Personnel Matters	DYCD Human Capital payroll collects related to tax deductions and paycheck deposit (financial institutions)	Pre-approved as routine	Information is needed to determine whether the appropriate filing status is established for income tax withdrawals; and method of receiving pay checks (direct deposit)
26	Human Resources and other Personnel Matters	DYCD Human Capital Payroll collect provided information needed for process garnishments	Pre-approved as routine	Human Capital processes garnishments such as: child support, credit cards, etc.
27	Public Safety and Health	Office of Neighborhood Safety collects identifying information on incidents of violent crime related to gun violence.	Pre-approved as routine	To facilitate community-based anti-violence responses from contracted partners
28	Compliance	Strategic Partnership/ Office of Neighborhood Safety collects data for contractual compliance and oversight.	Pre-approved as routine	To manage contracted initiatives and provide oversight to funded partners. i.e. Saturday Night Lights and crisis management contracts.
29	Client or Customer Service	Office of Neighborhood Safety collects identifying information on a case-by-case basis to address acute crises related to gun violence, victimization, and victim services	Pre-approved as routine	To facilitate direct support to participants of ONS programs experiencing crisis and under special circumstances.

30	Social Services	Office of Neighborhood Safety collects identifying information to support to assistance to participants of ONS programs in need of public assistance and/or benefits.	Pre-approved as routine	To evaluate, develop, and provide quality assurance to ONS programs
31	Research	Strategic Partnerships / Office of Neighborhood Safety collects identifying information to support the development and evaluation of initiatives	Pre-approved as routine	To support the management and oversight of our place-based safety initiatives/projects related to the Mayor's Action Plan for Neighborhood Safety/ Gun Violence Prevention Taskforce (GVPTF). i.e. Youth Focus groups
32	Housing	Office of Neighborhood Safety collects identifying information in relation to neighborhoods that are impacted by high rates of violence. ONS collects identifying information on residents in New York City Housing Authority developments for the Mayor's Action Plan for Neighborhood Safety.	Pre-approved as routine	To support the management and oversight of our place-based safety initiatives/projects related to the Mayor's Action Plan for Neighborhood Safety.
34	Compliance	For the Summer Youth Employment Program (SYEP) Participant Name, Social security number, Contact Information, Demographic Information, Status information and Government Program Information is collected during	Pre-approved as routine	The purpose of these collections is to determine participant program eligibility and to obtain data to for the mandated reporting of statistics to oversight entities.

		the application phase of the program via data entry by applicants into an DYCD online system called (YEPS) Youth Employment Program.		
35	Compliance	For the Advance and Earn (AE) Participant Name, Social security number, Contact Information, Demographic Information, Status information and Government Program Information is collected during the application phase of the program via data entry by applicants into an DYCD online system called (PTS) Participant Tracking System.	Pre-approved as routine	The purpose of these collections is to determine participant program eligibility and to obtain data to for the mandated reporting of statistics to oversight entities.
36	Compliance	For the Work Learn and Grow Program (WLG) Participant Name, Social security number, Contact Information, Demographic Information, Status information and Government Program Information is collected during the application phase of the program via data entry by	Pre-approved as routine	The purpose of these collections is to determine participant program eligibility and to obtain data to for the mandated reporting of statistics to oversight entities.

		applicants into an DYCD online system called (YEPS) Youth Employment Program.		
37	Education	The Work Learn and Grow Program (WLG) DYCD has an MOU with CUNY for the provision of college courses to WLG participants. At the conclusion of the courses, CUNY sends the following data for all enrolled WLG Participants to DYCD: Participant's name, Participant's date of birth and Participant's Course Grade	Pre-approved as routine	The purpose of these collections is for the reporting of statistics to oversight entities and internal evaluation of the WLG program.
38	Finance	DYCD has a Data sharing agreement with New York City Human Resources Administration, Where DYCD once a year provides an Excel spreadsheet with the following information for each SYEP participant that is between the ages of 14 and 20: (1) full name; (2) date of birth; and (3) social security number. The file is encrypted and sent through secure means to HRA. In return HRA provides DYCD a list of SYEP participants that are TANF	Pre-approved as routine	The ultimate purpose of the Data sharing agreement is to obtain TANF funding reimbursement for eligible DYCD SYEP participants (aged 14-20), from the New York City Human Resources Administration.

		eligible. The following data is included in the file. Participant name, Participant's date of birth and Eligibility for or receipt of public assistance or City services.		
39	Client or Customer Service	Strategic Partnerships collected PII as part of enrollment of participants into DYCD-funded sports programs.	Pre-approved as routine	Enrollment into this program provides youth with safe and free recreational activities.

Please add additional rows, if needed

Disclosures worksheet to be sent separately due to upload being too large.