

**AGENCY REPORT**  
**(due on or before July 31, 2020)**

<b>Agency:</b>	Center for Innovation through Data Intelligence (CIDI)		
<b>Agency Privacy Officer:</b>	Eileen Johns		
<b>Email:</b>	ejohns@cidi.nyc.gov	<b>Telephone:</b>	212-676-3142
<b>Date of Report:</b>	7/28/2020		

<b>1. Specify the type of identifying information collected or disclosed (check all that apply):</b>	
<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Social security 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 type="checkbox"/> Photographs	<b><u>Government Program Information</u></b> <input 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
<b><u>Contact Information</u></b> <input checked="" type="checkbox"/> Current and/or previous home addresses <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<b><u>Law Enforcement Information</u></b> <input checked="" type="checkbox"/> Arrest record or criminal conviction <input checked="" 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><u>Demographic Information</u></b> <input type="checkbox"/> Country of origin <input checked="" type="checkbox"/> Date of birth* <input checked="" type="checkbox"/> Gender identity <input type="checkbox"/> Languages spoken <input checked="" 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><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 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 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):  	
<small>*Type of identifying information designated by the CPO (see CPO Policies &amp; Protocols § 3.1.1).</small>	

<b>2. Specify the reasons why collection and retention of identifying information specified above furthers the purpose or mission of your agency.</b>
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The Center for Innovation through Data Intelligence (CIDI) is a research/policy center located in the Office of the Mayor of the City of New York. CIDI reports directly to the Deputy Mayor for Health and Human Services. As part of the Office of the Mayor, CIDI conducts citywide interagency research to identify areas of service need in the City. CIDI fosters collaboration with all Health and Human Service agencies (e.g., Children's Services, Homeless Services, etc.) as well as other City agencies (e.g., New York City Housing Authority and Department of Education) to promote citywide policy change with the aims of improving the quality of services throughout the City of New York as well as to improve the effectiveness of NYC government.

As an analytic office, the research agenda of CIDI is formulated by the Deputy Mayor for Health and Human Services along with the Health and Human Service Commissioners and leaders of City agencies providing data to CIDI. CIDI's Data Transfer Protocol allows City agencies to share agency data with CIDI in a timely manner upon approval of a project. To ensure the confidentiality, cultural context and effectiveness of CIDI research results, CIDI creates a team of representatives from all data-sharing agencies to participate in the design and analysis of the project. In this way, CIDI maintains the integrity of the shared data, while providing actionable intelligence to the City of New York and other partners.

N.Y.C. Admin. Code §23-1205(a)(1)(f)

**3. Describe the types of collections and disclosures classified as: (1) pre-approved as “routine,” (2) pre-approved as routine by APOs of two or more agencies, or (3) approved by the APO on a case-by-case basis. Appendix B of the 2020 Agency Guidance includes detailed examples of routine and non-routine collections and disclosures, with descriptions.**

**Add additional rows as needed.**

Describe the Collection or Disclosure	Classification Type
CIDI collects and retains client level administrative data including identifiers and service utilization information to perform its core research and analytical functions in order to enhance the efficiency and effectiveness of the delivery of city health and human services.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
CIDI managers collect, disclose, and retains various personnel-related information and records in the performance of core administrative and human resource functions.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
N.Y.C. Admin. Code §23-1205(a)(1)(b)	

**4. If applicable, specify the types of collections and disclosures that have been approved by the Chief Privacy Officer as being “in the best interests of the City” which involve any collections and disclosures of identifying information relating to your agency.**

**Add additional rows as needed.**

Describe Type of Collection or Disclosure
N.Y.C. Admin. Code §23-1202(b)(2)(b); 23-1205(a)(1)(b)

**5. Describe the agency’s current policies regarding requests for disclosures from other City agencies, local public authorities or local public benefit corporations, and third parties.**

CIDI’s data collection and confidentiality protection policy are covered by the CIDI Data Hive Protocol. CIDI seeks and obtains approval from City agency’s legal counsel for each project for which it receives/discloses data.

<b>6. Do the above policies address access to or use of identifying information by employees, contractors, and subcontractors?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. If YES, do such policies specify that access to such information must be necessary for the performance of their duties?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<p><b>8. Describe whether the policies are implemented in a manner that minimizes such access to the greatest extent possible while furthering the purpose or mission of the agency.</b></p>	<p>Policies are implemented in a manner that minimize access to the greatest extent possible.</p>
<p>N.Y.C. Admin. Code §§23-1205(a)(1)(c)(1), and (4)</p>	

<p><b>9. Describe the agency’s current policies for handling proposals for disclosures of identifying information to other City agencies, local public authorities or local public benefit corporations, and third parties.</b></p>
<p>Policies regarding disclosure of identifying information are covered by the CIDI Data Hive Protocol. CIDI seeks and obtains approval from City agency’s legal counsel for any project for which data is disclosed.</p>
<p>N.Y.C. Admin. Code §23-1205(a)(1)(c)(2)</p>

<p><b>10. Describe the agency’s current policies regarding the classification of disclosures as necessitated by the existence of exigent circumstances or as routine.</b></p>
<p>CIDI has only disclosed information for routine purposes.</p>
<p>N.Y.C. Admin. Code §23-1205(a)(1)(c)(3)</p>

<p><b>11. Describe the agency’s current policies regarding which divisions and categories of employees within an agency make disclosures of identifying information following the approval of the privacy officer.</b></p>
<p>Only authorized personnel have access to identifying information; disclosure polices are covered by the CIDI Data Hive Protocol.</p>
<p>N.Y.C. Admin. Code §23-1205(a)(1)(c)(4)</p>

<p><b>12. Describe whether the agency has considered or implemented, where applicable, any alternative policies that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the purpose or mission of such agency.</b></p>
<p>In addition to the CIDI Data Hive Protocol, CIDI’s Institutional Review Board process ensures that the collection, retention and disclosure of identifying information is minimized to the greatest extent possible.</p>
<p>N.Y.C. Admin. Code §23-1205(a)(4)</p>

<p><b>13. Describe the agency’s use of agreements for any use or disclosure of identifying information.</b></p>
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CIDI's Data Hive Protocol covers the disclosure of identifying information. If identifiable information is shared with an entity other than a City agency (e.g. NYS DOL), a contract is executed.

N.Y.C. Admin. Code §23-1205(a)(1)(d)




<b>15. Describe the impact of the Identifying Information Law and other applicable laws upon your agency's practices in relation to collection, retention, and disclosure of identifying information.</b>
CIDI regularly reviews its practices to ensure they are in accordance with the ILL and other applicable laws.
N.Y.C. Admin. Code §23-1205(a)(2)

<b>16. Describe the impact of the privacy policies and protocols issued by the Chief Privacy Officer, or by the Citywide Privacy Protection Committee, as applicable, upon your agency's practices in relation to the collection, retention, and disclosure of identifying information.</b>
CIDI regularly reviews its practices to ensure they are in accordance with the privacy policies issued by the CPO and Citywide Privacy Protection Committee.
N.Y.C. Admin. Code §23-1205(a)(3)

**APPROVAL FOR AGENCY REPORT**

<b>Preparer of Agency Report:</b>			
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<b>Title:</b>	Director of Policy and Research		
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<b>SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW</b>			
<b>Agency Head (or designee):</b>			
<b>Name:</b>	Maryanne Schretzman		
<b>Title:</b>	Executive Director		
<b>Email:</b>	<a href="mailto:mschretzman@cityhall.nyc.gov">mschretzman@cityhall.nyc.gov</a>	<b>Phone:</b>	212-788-2725
<b>Signature:</b>		<b>Date:</b>	7/28/2020

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