

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. The information in this report will be public.

By July 31, 2022, submit this report to:

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

Community Board:	Manhattan Community Board Six	Date of Report:	September 20, 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)	<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	<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 checked="" type="checkbox"/> Current and/or previous home addresses <input checked="" type="checkbox"/> Email address <input checked="" 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, 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
<u>Demographic Information</u> <input type="checkbox"/> Country of origin <input type="checkbox"/> Date of birth <input checked="" type="checkbox"/> Gender identity <input 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 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 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):	

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.

Description of why the board collects or discloses identifying information	Classification	Why the community board's collection or disclosure furthers the mission of the board
Constituent services and case management	<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 case management furthers the board's mission to resolve constituent complaints.
Human resource functions related to board membership and employment	<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 human resource functions supports the community board's duty to appoint board members, a district manager, and other staff as needed.
Holding community board meetings, including tracking 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 furthers the board's mission to conduct meetings to assess the community's needs and receive feedback on government projects.
Maintaining mailing lists	<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 to maintain mailing lists supports the board's mission to conduct public outreach.
Fulfilling 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.

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):

<p>4. Does the community board have policies¹ regarding requests or proposals for disclosure of identifying information?</p>	<p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>If yes, describe:</u> The Community Board is permitted to make certain disclosures that have been preapproved as routine. That said, we only disclose </p>
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¹ E.g., the Model Protocols for Third-Party Requests.


		<p>information on an as-needed basis, the exception to that being the names of our board members, which can be found on our community board's website. When we get requests from for disclosure of other identifying information regarding our Board Members or constituents we only disclose that information with the permission of said person. In cases where we cannot ask for permission, we consult the Manhattan Borough President's general counsel.</p>
<p>5. Does the community board utilize legal agreements for the disclosure of identifying information?</p>		<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><u>If yes, describe how and when the board uses them:</u></p>
<p>6. Does the community board have policies addressing when to classify disclosures as routine or as needed in exigent circumstances (such as emergencies)?</p>		<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe:</u></p>
<p>(a) Does the community board have policies addressing access to identifying information by employees, contractors, and subcontractors?</p>		<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>If yes, describe:</u> Our office's employees use identifying information only in the furtherance of the community board's mission. As for our contractors and subcontractors, we</p>

	minimize their access to identifying information, and only allow for access if it is used to further our mission and used with the permission of the person whose information is being shared.
(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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(d) Has the community board considered or implemented any alternative policies to minimize the disclosure of identifying information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe:</u>

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)?
Our office is a staff of three so all the employees perform all the functions of the office.

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.	<input checked="" type="checkbox"/> No negative impact <input type="checkbox"/> Negative impact <u>If there is any negative impact, describe:</u>
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ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW			
Agency Head (or designee): Kyle Athayde			
Title:	Board Chair		
Email:	chair@cbsix.org	Phone:	(917) 683-4851
Electronic Signature:		Date:	9/20/2022