

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 (<u>APO Designation of Collection and Disclosures as "Routine"</u>) made since the 2022 compliance cycle;
- Review Form 5s (<u>Agency Privacy Officer Approval of Collections and Disclosures on a "Non-Routine" Basis</u>) made since the 2022 compliance cycle;
- Use Forms 2 & 5 to complete <u>Worksheet 1</u> for all new and existing collections between 2022-2024;
- Use Forms 2 & 5 to complete <u>Worksheet 2</u> 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 <u>MOReports@cityhall.nyc.gov</u>
- City Council Speaker at reports@council.nyc.gov
- Chief Privacy Officer and the Citywide Privacy Protection Committee at <u>oip@oti.nyc.gov</u>
- 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	Michael Fitzpatrick	April 2024
	enhancements, and miscellaneous clarifying	Chief Privacy Officer, City of New	
	revisions.	York	
3.0	Updated completion date; miscellaneous clarifying	Aaron Friedman	April 2022
	revisions.	Principal Senior Counsel	
		Office of Information Privacy	
2.0	Updated completion date; miscellaneous clarifying	Laura Negrón	April 2020
	revisions.	Chief Privacy Officer, City of New	
		York	
1.0	First Version	Laura Negrón	April 2018
		Chief Privacy Officer, City of New	
		York	



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BIENNIAL AGENCY REPORT (Due on or before July 31, 2024)

- 1. Agency: Equal Employment Practices Commission
- 2. APO Contact Details
 - a. Name: Jeanne M. Victor
 - b. Title: Executive Director
 - c. Email: jvictor@eepc.nyc.gov
 - d. Telephone: 212-615-8933

COLLECTIONS

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

12

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* <u>Citywide Privacy Protection Policies and Protocols § 3.1</u>.

Name	Work-Related Information		
Social security number (full or last 4 digits)*	Employer information		
Taxpayer ID number (full or last 4 digits)*	Employment address		
Biometric Information	Government Program Information		
☐ Fingerprints	Any scheduled appointments with any		
Photographs	employee, contractor, or subcontractor		
Palm and handprints*	Any scheduled court appearances		
Retina and iris patterns*	Eligibility for or receipt of public assistance or		
□ Facial geometry*	City services		
Gait or movement patterns*	Income tax information		
□ Voiceprints*	Motor vehicle information		
DNA sequences*			
Height			
🗖 Weight			
Contact Information	Law Enforcement Information		
Current and/or previous home address	Arrest record or criminal conviction		
🖳 Email address	Date and/or time of release from custody of		
Phone number	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	Technology-Related Information		
Country of origin	Device identifier including media access		
Date of birth*	control (MAC) address or Internet mobile		
Gender identity	equipment identity (IMEI)*		
Languages spoken	GPS-based location obtained or derived from a		
Marital or partnership status	device that can be used to track or locate an		
Nationality	individual*		
Race	Internet protocol (IP) address*		
Religion	Social media account information		
Sexual orientation			
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):		
*Turne of identifying information designated by the CDO (see CDO Deligion & Drotocole, \$2.1.1)			
*Type of identifying information designated by the CPO (see <u>CPO Policies & Protocols, §3.1.1</u>).			



DISCLOSURES

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

11

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



- Proceed to the next page -



8. For all **disclosures**, select the types of identifying information disclosed (check all that apply). See <u>Citywide Privacy Protection Policies and Protocols § 3.1</u>.

See <u>Citywide Privacy Protection Policies and</u> Name	Work-Related Information		
Social security number (full or last 4 digits)*	Employer information		
Taxpayer ID number (full or last 4 digits)*	Employment address		
Biometric Information	Government Program Information		
Fingerprints	Any scheduled appointments with any		
Photographs	employee, contractor, or subcontractor		
Palm and handprints*	Any scheduled court appearances		
Retina and iris patterns*	Eligibility for or receipt of public assistance or		
□ Facial geometry*	City services		
Gait or movement patterns*	Income tax information		
□ Voiceprints*	Motor vehicle information		
DNA sequences*			
Height			
U Weight			
Contact Information	Law Enforcement Information		
Current and/or previous home address	Arrest record or criminal conviction		
Email address	Date and/or time of release from custody of		
Phone number	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	Technology-Related Information		
Country of origin	Device identifier including media access		
Date of birth*	control (MAC) address or Internet mobile		
Gender identity	equipment identity (IMEI)*		
Languages spoken	GPS-based location obtained or derived from a		
Marital or partnership status	device that can be used to track or locate an		
Nationality	individual*		
Race	 Internet protocol (IP) address* Social media account information 		
Religion			
Sexual orientation			
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 holew)	 N		
Other Types of Identifying Information (list below)			
N/A			
*Type of identifying information designated by the CPO (see <u>CPO Policies & Protocols, §3.1.1</u>).			
Type of identifying information designated by the CPO (see <u>CPO Policies & Protocols, 93.1.1</u>).			



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).
 - O 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).
 - O Yes GO TO QUESTION 14
 - \bigcirc 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?

O Yes – GO TO QUESTION 15

 \bigcirc 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)*.





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: Jeanne M. Victor
- Title: Executive Director
- Email: jvictor@eepc.nyc.gov
- Phone: 212-615-8933

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

- Name: Jeanne Victor
- Title: Executive Director
- Email: jvictor@eepc.nyc.gov
- Phone: 212-615-8933
- Signature: Jeanne Victor Jeanne Victor (Jul 30, 2024 18:23 EDT)

Date: 07/30/2024



	COLLECTIONS				
	Type of Collection	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Collection.	
1	Audit	The EEPC conducts audits of each agency designated by the city charter once every four (4) years. The EEPC collects data during each audit via Preliminary Interview Questionnaires (PIQs), which are completed by EEO professionals and others involved in EEO program administration. IP addresses are collected via Survey Monkey during the PIQs completion. Contact information is collected and retained throughout the audit process. Additionally, the EEPC collects and retains demographic information of audited agencies obtained from Citywide Equal Employment Database System (CEEDS) reports.	Pre-approved as routine	The collection and retention of identifying information during audits enables the EEPC to fulfill its Charter mandate to audit, evaluate, and monitor the employment practices, policies, and programs of City agencies, entities, CUNY community colleges, and offices of elected officials.	
2	Finance	The EEPC budgetary and finance functions collect and retain budgetary information to	Pre-approved as routine	The collection and retention of identifying information when managing the EEPC's budget	

Describe the following types of collections. *Note, you may have multiple collections of the same type.*



		manage the EEPC budget. This		and finance functions ensures a
		includes collecting information		balanced agency budget.
		and maintaining records for the		
		budget modification process.		
3	Procurement	The EEPC collects and retains records pertaining to purchase requisitions and purchase orders for the agency's purchase of office supplies, office equipment, office equipment servicing, and other services such as external training and Commissioners'	Pre-approved as routine	The EEPC collects and retains identifying information to facilitate agency procurements and payments.
		compensation.		
4	Compliance	The EEPC's Equal Employment Opportunity (EEO) compliance function, including the EEO officer and alternate officer, and collects and retains demographic and status information during the investigation of internally filed EEO complaints and evaluations of reasonable accommodation requests.	Pre-approved as routine	The collection and retention of identifying information permits the EEPC's EEO professionals to administer the agency's EEO program, which includes policy and procedure information, investigation of discrimination or harassment complaints, processing reasonable accommodation requests, and development of the EEPC's Annual Diversity and EEO Plan.
5	Human Resources and other Personnel Matters	The EEPC's Human Resources (HR) department collects and retains various personnel- related information and records	Pre-approved as routine	The collection and retention of identifying information when performing the human resources' function permits the



		in the performance of core administrative and human resource functions. This includes, but is not limited to, new hire processing, leave and benefits processing, payroll processing, training, occupational health and safety matters, professional development, and retiree and separations processing.		EEPC to administer personnel responsibilities necessary for agency operations. This includes, but is not limited to, new hire processing, leave and benefits processing, payroll processing, equal employment opportunity matters, training, occupational health and safety matters, professional development, and retiree and separation processing.
6	Technology	Information Technology (IT) collects and retains technology related information to perform its core function of providing technological and computer systems' support, including hardware (e.g., computers, monitors, cameras, laptops), software (e.g., Microsoft and Adobe access), internal databases (e.g., TeamMate and DEED), remote access, and maintenance of the EEPC website and social media pages.	Pre-approved as routine	The collection and retention of identifying information related to information technology enables the EEPC's Administrator of Computer Systems and Support to manage the technology needs of the agency, including maintaining hardware, software, policies, access to confidential systems, remote access, and the EEPC Incident Response Plan.
7	Prevention of Fraud, Waste, Abuse	The EEPC's legal department collects agency policymakers' identifying information to comply with the Conflicts of	Pre-approved as routine	Collecting information to comply with the Conflicts of Interest Board (COIB) and Department of Investigation's (DOI) is critical to



		Interest Board (COIB) and Department of Investigation's (DOI) annual financial disclosure requirements.		preventing fraud, waste and abuse.
8	Legal Matters or Proceeding	The EEPC's legal department collects and retains information to comply with federal, state, and local laws and regulations. Additionally, the legal department collects employees' medical information when advising on reasonable accommodation requests.	Pre-approved as routine	The collection and retention of identifying information to provide legal counsel/advice enables the EEPC to maintain the agency's legal compliance with laws, policies, and best practices.
9	Research	Research retains and analyzes demographic information of city employees contained in Citywide Equal Employment Database System (CEEDS) reports and other data sets supplied by DCAS pursuant to MOU, and collects, retains, and discloses contact information of study/survey participants, symposium attendees and participants, and advisory committee members.	Pre-approved as routine	The collection and retention of identifying information when performing the research function enables the EEPC to conduct studies, analyze data, and produce reports regarding EEO topics; host public hearings including symposiums for City EEO and human resources professionals; establish advisory committees on pertinent EEO issues, and engage with relevant parties to further the mission of the agency.
10	Compliance	The EEPC's legal compliance collects and retains information	Pre-approved as routine	Collecting and retaining identifying information also



11	Legal Matters or Proceeding Legal Matters or Proceeding	to comply with requests made in connection with the Office of the New York City Comptroller's audits of the EEPC. The EEPC legal department collects and retains identifying information when addressing Freedom of Information Law (FOIL) requests including information voluntarily disclosed by requestors via OpenRecords. The EEPC legal department	Pre-approved as routine Pre-approved as routine	allows the EEPC to respond to oversight entities and agencies during audits of the EEPC.The collection and retention of identifying information allows the EEPC to respond to FOIL requests as required by the law.Further, the legal department's partment's
12		collects and retains information pertaining to investigations and litigations while representing the agency in litigation, administrative proceedings or investigations or other legal proceedings.		collection and retention of identifying information enables it to properly advise the EEPC on legal issues and represent the EEPC in litigation, administrative proceedings and other legal matters.
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	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	Prevention of Fraud, Waste, Abuse	The EEPC's Budget and Finance department discloses information regarding agency policy makers to the Department of Investigation (DOI) and Conflict of Interest Board (COIB).	Pre-approved as routine	The disclosure of this information facilitates the EEPC's completion of its annual financial disclosures.	Yes	
2	Finance	The EEPC Budget and Finance department discloses budgetary information to manage the EEPC budget to the Office of Management and Budget (OMB), Financial Information Services Agency (FISA), Office of the Mayor, and the City Council.	Pre-approved as routine	This disclosure allows for the EEPC to correspond with these agencies regarding budget requests and modification.	Yes	
3	Compliance	The EEPC's Equal Employment Opportunity (EEO) department may disclose demographic and status	Pre-approved as routine	This disclosure allows the EEPC to properly investigate EEO investigations, process reasonable	Yes	

Describe the following types of disclosures. *Note, you may have multiple disclosures of the same type.*



		information during the investigation of EEO complaints filed internally and when evaluating and processing reasonable accommodation requests.		accommodation requests and develop the Annual Diversity and EEO Plan.	
4	Human Resources and other Personnel Matters	EEPC's Human Resources discloses personnel- related information and records to perform core human resource functions. This includes new hire processing, legal and benefits processing, payroll processing, training, occupation health and safety, professional development, retirement processing and separation processing. This includes disclosures to the Department of Citywide Administrative Services (DCAS) and DOI.	Pre-approved as routine	This disclosure ensures that the EEPC properly administers its hiring, onboarding, separation, and other personnel functions, in accordance with State and federal employment laws and regulations.	Yes
5	Human Resources and other Personnel Matters	EEPC's Human Resources discloses identifying information to city and non-city employers for	Pre-approved as routine	This disclosure facilitates the EEPC's employment verifications.	Yes



		employment verification purposes.			
6	Technology	Information Technology (IT) discloses technology related information to OTI to perform its core function of providing technological and computer systems' support, including hardware (e.g., computers, monitors, cameras, laptops), software (e.g., Microsoft and Adobe access), internal databases (e.g., TeamMate and DEED), remote access, and maintenance of the EEPC website and social media pages.	Pre-approved as routine	The EEPC discloses this information to ensure the proper functioning of the EEPC IT systems, software, and hardware.	Yes
7	Compliance	The EEPC's Legal Counsel/Advice discloses information necessary to maintain compliance with federal, state, and local laws and regulations.	Pre-approved as routine	The disclosure of identifying information enables the EEPC to maintain the agency's compliance with laws, policies, and best practices.	Yes



	Compliance		Dro opproved as reuting	The disclosure of	Voc
	Compliance	The EEPC's Legal Counsel	Pre-approved as routine		Yes
		discloses information to		identifying information	
		comply with requests		allows the EEPC to	
8		made in connection with		comply with audits	
•		the Office of the		conducted by oversight	
		Comptroller of the City of		agencies such as the	
		New York's audits of the		Comptroller's Office.	
		EEPC.			
	Legal Matters or	The EEPC's Freedom of	Pre-approved as routine	Disclosure of identifying	Yes
	Proceeding	Information Law (FOIL)		information is enables	
0		department discloses		the EEPC to respond to	
9		agency records in		requests for agency	
		response to FOIL		documents as required	
		requests.		under FOIL.	
	Legal Matters or	The EEPC's Legal Counsel	Pre-approved as routine	Disclosure of identifying	Yes
	Proceeding	discloses information		information is necessary	
		required by adjudicative		for the EEPC's Legal	
		or administrative bodies,		Counsel to adequately	
		arbitrators, New York		represent the agency in	
		City Law Department,		legal matters.	
		the New York State			
10		Department of Labor,			
		labor organizations, and			
		counsel while			
		representing the agency			
		in investigations,			
		administrative			
		proceedings, litigation or			
		other legal matters.			
4.4	Research	The EEPC's research	Pre-approved as routine	The disclosure of	Yes
11		function discloses		identifying information	



				allows the SSDC to	
		contact information of		allows the EEPC to	
		study/survey		produce reports	
		participants, symposium		regarding EEO topics,	
		attendees and		host public hearings, host	
		participants, and		symposiums for city EEO	
		advisory committee		and human resources	
		members.		professionals, establish	
				advisory committees, and	
				engage with other parties	
				to further the mission of	
				the EEPC.	
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	Type of Disclosure	Describe the Specific	Classification	Describe the agency	Was this disclosure
		Activity		purpose or mission served	made pursuant to an
				by this Disclosure.	external request?
25	Choose an item.	[free text]	Choose an item.	[free text]	Choose an item.
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WORKSHEET 2 - DISCLOSURES

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	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?
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57	Choose an item.		Choose an item.		Choose an item.
58	Choose an item.		Choose an item.		Choose an item.
59	Choose an item.		Choose an item.		Choose an item.
60	Choose an item.		Choose an item.		Choose an item.
61	Choose an item.		Choose an item.		Choose an item.
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63	Choose an item.		Choose an item.		Choose an item.
64	Choose an item.		Choose an item.		Choose an item.
65	Choose an item.		Choose an item.		Choose an item.
66	Choose an item.		Choose an item.		Choose an item.
67	Choose an item.		Choose an item.		Choose an item.
68	Choose an item.		Choose an item.		Choose an item.
69	Choose an item.		Choose an item.		Choose an item.
70	Choose an item.		Choose an item.		Choose an item.
71	Choose an item.		Choose an item.		Choose an item.
72	Choose an item.		Choose an item.		Choose an item.
73	Choose an item.		Choose an item.		Choose an item.
74	Choose an item.		Choose an item.		Choose an item.
75	Choose an item.		Choose an item.		Choose an item.
76	Choose an item.		Choose an item.		Choose an item.
77	Choose an item.		Choose an item.		Choose an item.
78	Choose an item.		Choose an item.		Choose an item.
	Type of Disclosure	Describe the Specific	Classification	Describe the agency	Was this disclosure
		Activity		purpose or mission served	made pursuant to an
				by this Disclosure.	external request?
79	Choose an item.	[free text]	Choose an item.	[free text]	Choose an item.
80	Choose an item.		Choose an item.		Choose an item.
81	Choose an item.		Choose an item.		Choose an item.
82	Choose an item.		Choose an item.		Choose an item.



WORKSHEET 2 - DISCLOSURES

83	Choose an item.	Choose an item.	Choose an item.
84	Choose an item.	Choose an item.	Choose an item.
85	Choose an item.	Choose an item.	Choose an item.
86	Choose an item.	Choose an item.	Choose an item.
87	Choose an item.	Choose an item.	Choose an item.
88	Choose an item.	Choose an item.	Choose an item.
89	Choose an item.	Choose an item.	Choose an item.
90	Choose an item.	Choose an item.	Choose an item.
91	Choose an item.	Choose an item.	Choose an item.
92	Choose an item.	Choose an item.	Choose an item.
93	Choose an item.	Choose an item.	Choose an item.
94	Choose an item.	Choose an item.	Choose an item.
95	Choose an item.	Choose an item.	Choose an item.
96	Choose an item.	Choose an item.	Choose an item.
97	Choose an item.	Choose an item.	Choose an item.
98	Choose an item.	Choose an item.	Choose an item.
99	Choose an item.	Choose an item.	Choose an item.
100	Choose an item.	Choose an item.	Choose an item.



For each **disclosure**, select the <u>type</u> of entity **and** provide the <u>name</u> of the entity that received the identifying information.

	Type of Entity	Name of Entity
1	City Agency	DOI, COIB
2	City Agency	OMB, FISA, Office of the Mayor, City Council
3	City Agency	DCAS
4	City Agency	DCAS, NYCERS, DOI, Federal Department of Labor/OHSA
5	City Agency	City Agencies, US Citizenship and Immigration Services
6	City Agency	OTI
7	City Agency	General reporting to Federal, State, and Local Gov't, as required
8	City Agency	NYC Comptroller
9	Other Private Sector Company	General Public, City Agencies
10	City Agency	NYC Law Department, NYS Department of Labor
11	City Agency	General Public, Advisory Committees, City Agencies, in general
12	Choose an item.	
13	Choose an item.	
14	Choose an item.	
15	Choose an item.	
16	Choose an item.	
17	Choose an item.	
18	Choose an item.	
19	Choose an item.	
20	Choose an item.	
21	Choose an item.	
22	Choose an item.	
23	Choose an item.	
24	Choose an item.	
25	Choose an item.	
26	Choose an item.	
27	Choose an item.	



	Type of Entity	Name of Entity
28	Choose an item.	[free text]
29	Choose an item.	
30	Choose an item.	
31	Choose an item.	
32	Choose an item.	
33	Choose an item.	
34	Choose an item.	
35	Choose an item.	
36	Choose an item.	
37	Choose an item.	
38	Choose an item.	
39	Choose an item.	
40	Choose an item.	
41	Choose an item.	
42	Choose an item.	
43	Choose an item.	
44	Choose an item.	
45	Choose an item.	
46	Choose an item.	
47	Choose an item.	
48	Choose an item.	
49	Choose an item.	
50	Choose an item.	
51	Choose an item.	
52	Choose an item.	
53	Choose an item.	
54	Choose an item.	
55	Choose an item.	
56	Choose an item.	



	Type of Entity	Name of Entity
57	Choose an item.	[free text]
58	Choose an item.	
59	Choose an item.	
60	Choose an item.	
61	Choose an item.	
62	Choose an item.	
63	Choose an item.	
64	Choose an item.	
65	Choose an item.	
66	Choose an item.	
67	Choose an item.	
68	Choose an item.	
69	Choose an item.	
70	Choose an item.	
71	Choose an item.	
72	Choose an item.	
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75	Choose an item.	
76	Choose an item.	
77	Choose an item.	
78	Choose an item.	
79	Choose an item.	
80	Choose an item.	
81	Choose an item.	
82	Choose an item.	
83	Choose an item.	
84	Choose an item.	
85	Choose an item.	



WORKSHEET 2 - DISCLOSURES

	Type of Entity	Name of Entity
86	Choose an item.	[free text]
87	Choose an item.	
88	Choose an item.	
89	Choose an item.	
90	Choose an item.	
91	Choose an item.	
92	Choose an item.	
93	Choose an item.	
94	Choose an item.	
95	Choose an item.	
96	Choose an item.	
97	Choose an item.	
98	Choose an item.	
99	Choose an item.	
100	Choose an item.	



OPTIONAL QUESTION: Using the table below, describe any proposals for disclosures of identifying information that your agency declined to approve.

	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
1	Choose an item.	[free text]	[free text]	[free text]
2	Choose an item.			
3	Choose an item.			
4	Choose an item.			
5	Choose an item.			
6	Choose an item.			
7	Choose an item.			
8	Choose an item.			
9	Choose an item.			
10	Choose an item.			
11	Choose an item.			
12	Choose an item.			
13	Choose an item.			
14	Choose an item.			
15	Choose an item.			
16	Choose an item.			
17	Choose an item.			
18	Choose an item.			
19	Choose an item.			
20	Choose an item.			
21	Choose an item.			
22	Choose an item.			
23	Choose an item.			
24	Choose an item.			
25	Choose an item.			



	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
26	Choose an item.	[free text]	[free text]	[free text]
27	Choose an item.			
28	Choose an item.			
29	Choose an item.			
30	Choose an item.			
31	Choose an item.			
32	Choose an item.			
33	Choose an item.			
34	Choose an item.			
35	Choose an item.			
36	Choose an item.			
37	Choose an item.			
38	Choose an item.			
39	Choose an item.			
40	Choose an item.			
41	Choose an item.			
42	Choose an item.			
43	Choose an item.			
44	Choose an item.			
45	Choose an item.			
46	Choose an item.			
47	Choose an item.			
48	Choose an item.			
49	Choose an item.			
50	Choose an item.			
51	Choose an item.			
52	Choose an item.			
53	Choose an item.			



	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
54	Choose an item.	[free text]	[free text]	[free text]
55	Choose an item.			
56	Choose an item.			
57	Choose an item.			
58	Choose an item.			
59	Choose an item.			
60	Choose an item.			
61	Choose an item.			
62	Choose an item.			
63	Choose an item.			
64	Choose an item.			
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68	Choose an item.			
69	Choose an item.			
70	Choose an item.			
71	Choose an item.			
72	Choose an item.			
73	Choose an item.			
74	Choose an item.			
75	Choose an item.			
76	Choose an item.			
77	Choose an item.			
78	Choose an item.			
79	Choose an item.			
80	Choose an item.			
81	Choose an item.			



	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
82	Choose an item.	[free text]	[free text]	[free text]
83	Choose an item.			
84	Choose an item.			
85	Choose an item.			
86	Choose an item.			
87	Choose an item.			
88	Choose an item.			
89	Choose an item.			
90	Choose an item.			
91	Choose an item.			
92	Choose an item.			
93	Choose an item.			
94	Choose an item.			
95	Choose an item.			
96	Choose an item.			
97	Choose an item.			
98	Choose an item.			
99	Choose an item.			
100	Choose an item.			