

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 (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 <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 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	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: Queens Community Board 14

2. APO Contact Details

a. Name: Felicia Johnson

b. Title: District Manager

c. Email: fejohnson@cb.nyc.gov

d. Telephone: 718-471-7300

COLLECTIONS

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

6

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	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
<u>Demographic Information</u>	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)	:
*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?

6

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 Citywide Privacy Protection Policies and Protocols § 3.1.

■ 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 individual*
Nationality	
Race	☐ Internet protocol (IP) address* ☐ Social media account information
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)):
## C11 NC 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C	CDC / CDC D
*Type of identifying information designated by the	CPU (see CPU Policies & Protocols, §3.1.1).



9.	policies local p	te from the Citywide Privacy Protection Policies and Protocols, what are the agency's regarding requests for disclosures from other City agencies, local public authorities or ublic benefit corporations, and third parties? Please summarize or upload a copy of the See N.Y.C. Admin. Code § 23-1205(a)(1)(c)(1).
10.		divisions of employees within the agency make disclosures of identifying information ng the approval of the privacy officer? See § N.Y.C Admin. Code § 23-1205(a)(1)(c)(4).
11.		categories of employees within the agency make disclosures of identifying information ng the approval of the privacy officer? See § N.Y.C Admin. Code § 23-1205(a)(1)(c)(4).
12.		y of the agency's policies address access to identifying information by employees, ctors, and subcontractors? See § N.Y.C. Admin Code § 23-1205(a)(4).
	0	Yes – GO TO QUESTION 13
	•	No – GO TO QUESTION 16
13.	employ	ese policies state that access to identifying information must be necessary for the rees, contractors, and subcontractors to perform their duties? See N.Y.C. Admin Code 205(a)(4).
	0	Yes – GO TO QUESTION 14
	0	No – GO TO QUESTION 16
14.		ese policies implemented so that access is limited to the greatest extent possible, but also s the purpose or mission of the agency?
	0	Yes – GO TO QUESTION 15
	0	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).
- Proceed to the next page -



APPROVAL SIGNATURE FOR AGENCY REPORT

PREPARER OF AGENCY REPORT

Name: Allan Swisher

Title: General Counsel, Office of the Queens Borough President

Email: aswisher@queensbp.org

Phone: 718-286-2881

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Name: Dolores Orr

Title: Community Board 14Q Chair person

Email: dmorr817@gmail.com

Phone: 917.797.6062

Signature: ______ Date: 07/29/2024

Dolores Orr (Jul 29, 2024 13:50 EDT)



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

Type of Disclosure Describe the Specific Classification Describe the agency Was this disclosure Pre-approved as routine Disclosing identifying Pre-approved as routine Disclosing Disclosing identifying Pre-approved as routine Disclosing				DISCLOSURES		
Client or Customer Client or Customer Serving constituents Service Pre-approved as routine Disclosing identifying constituents ourse of processing identifying constituent service requests furthers the board employees and ministrative members Pre-approved as routine Office Administration Office Administration Internal administrative board employees and members Records Management Holding community board meetings, tracking membership and attendance, and attendance, and board's mission and board's mission and believery of services to constituents. Pre-approved as routine Pre-approved as routine Disclosing identifying information for internal administrative functions supports the community board's duty to appoint and employ a district members' ability to discharge their duties as public servants. Pre-approved as routine Disclosing identifying information for this purpose furthers the board's mission and attendance information for this purpose furthers the board's mission and		Type of Disclosure	Describe the Specific	Classification	Describe the agency	Was this disclos
Client or Customer Serving constituents Serving constituents Pre-approved as routine 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. Office Administration Internal administrative functions related to board employees and members Management Holding community board meetings, tracking membership and attendance, and attendance, and attendance, and attendance in formation and enterior this purpose furthers the board's mission and enteriors. Pre-approved as routine Disclosing identifying constituents. 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 of discharge their duties as public servants. No discharge their duties as public servants.			Activity		purpose or mission served	made pursuant t
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			attendance, and		board's mission and	



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Response to a Request or Demand	None of the above	Compliance	
Legal compliance and FOIL requests	External outreach, including maintaining mailing lists, web site, and social media	Processing land use and zoning applications and other Charter-required functions	publishing meeting minutes
Pre-approved as routine	Pre-approved as routine	Pre-approved as routine	
The community board discloses identifying information in order to fulfill Freedom of Information Law requests as required by the New York State Public Officers	Disclosing identifying information for external outreach supports the board's mission to conduct public outreach and inform the public regarding board operations.	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.	Charter-mandated requirement to conduct public meetings to vote on board business and hearings to assess the community's needs.
Yes	No	No	





For each disclosure, select the type of entity and provide the name of the entity that received the identifying information.

Post, etc.)		
7		
Local Media (Queens Chronicle, Queens Gazette, QNS, Queens	Media Outlet	ω
State of New York (State Liquor Authority, etc.)	State Agency	2
and Appeals, Office of the Queens Borough President, etc.)		
City of New York (Department of City Planning, Board of Standards	City Agency	1
Name of Entity	Type of Entity	



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

[free text]	[free text]	[free text]	Choose an item.
Rationale for Rejection			the Identifying Information
Description of Agency's	Reason for the Request	Name of the Entity	Type of Entity that Requested



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

N.)			
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	Office Administration Internal administrative functions related to board employees and members Pre-approved as routine 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.	Client or Customer Service Serving constituents Pre-approved as routine related to board employees and members Pre-approved as routine	Client or Customer Service Serving constituents Pre-approved as routine Office Administration Internal administrative functions related to board employees and members Pre-approved as routine



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Response to a Request or Demand	None of the above	Compliance
requests	External outreach, including maintaining mailing lists, web site, and social media	Processing land use and zoning applications and other Charter-required functions
Pre-approved as routine	Pre-approved as routine	Pre-approved as routine
The community board collects identifying information in order to fulfill 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.	Collecting identifying information for external outreach supports the board's mission to conduct public outreach and inform the public regarding board operations.	Collecting 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.