

FORM 3 (AGENCY REPORT) (Due on or before July 31, 2022)

Agency:	Center for Innovation through Data Intelligence		
Agency Privacy Officer:	Eileen Johns		
Email:	ejohns@cidi.nyc.gov	Telephone:	212-676-3142
Date of Report:	7/1/2022		

1. Specify the type of identifying information collected or disclosed (check all that apply):	
<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Social security number (full or last 4 digits)* <input type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<p><u>Work-Related Information</u></p> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<p><u>Biometric Information</u></p> <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*	<p><u>Government Program Information</u></p> <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
<p><u>Contact Information</u></p> <input checked="" type="checkbox"/> Current and/or previous home addresses <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<p><u>Law Enforcement Information</u></p> <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
<p><u>Demographic Information</u></p> <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	<p><u>Technology-Related Information</u></p> <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
<p><u>Status Information</u></p> <input type="checkbox"/> Citizenship or immigration status <input checked="" type="checkbox"/> Employment status <input checked="" type="checkbox"/> Status as victim of domestic violence or sexual assault <input type="checkbox"/> Status as crime victim or witness	<p><u>Other Types of Identifying Information</u> (list below):</p>
<small>*Type of identifying information designated by the CPO (see CPO Policies & Protocols § 3.1.1).</small>	

2. Explain why the collection and retention of identifying information described in Question 1 furthers the purpose or mission of your agency.

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. 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. ***The vision of CIDI is to make data come alive to inspire change.***

As an analytic office, the research agenda of CIDI is formulated by the Deputy Mayor 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 following types of collections and disclosures: (1) pre-approved as routine, (2) pre-approved as routine by the APOs of two or more agencies, or (3) approved by the APO on a case-by-case basis. Appendix B of the Agency Guidance on the 2022 Biennial Compliance Process includes examples of routine and non-routine collections and disclosures.

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, describe the types of collections and disclosures of identifying information involving your agency that have been approved by the Chief Privacy Officer as being in the best interests of the City.

Add additional rows as needed.

Describe Type of Collection or Disclosure

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. Be as specific as possible.

NOTE: For questions 5 – 11, refer as necessary to the Model Citywide Protocol for Handling Third Party Requests for Information Held by City Agencies (on file with the Office of Information Privacy) and the Identifying Information Rider.

CIDI’s data collection and confidentially 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.

6. Do the above policies address access to or use of identifying information by employees, contractors, and subcontractors? Yes No

7. If YES, do those policies specify that access to identifying information must be necessary to perform their duties? Yes No

8. Describe whether the policies are implemented in a manner that minimizes access to the greatest extent possible while furthering the purpose or mission of the agency.

Policies are implemented in a manner that minimize access to the greatest extent possible.

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. Be as specific as possible.

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.

10. Describe the agency’s current policies regarding the classification of disclosures as necessitated by the existence of exigent circumstances or as routine. Be as specific as possible.

CIDI has only disclosed information for routine purposes.

11. Describe the agency's current policies regarding which divisions and categories of employees have been approved by the agency privacy officer to disclose identifying information. Be as specific as possible.

Only authorized personnel have access to identifying information; disclosure policies are covered by the CIDI Data Hive Protocol.

N.Y.C. Admin. Code §23-1205(a)(1)(c)(4)

12. Describe whether the agency has considered or implemented, where applicable, any alternative policies since 2020 that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the agency's purpose or mission.

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.

N.Y.C. Admin. Code §23-1205(a)(4)

13. Describe the agency's use of agreements for any use or disclosure of identifying information.

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)

15. Describe the impact of the Identifying Information Law and other local, state, or federal laws upon your agency's practices in relation to collecting, retaining, and disclosing identifying information (i.e., if such practices would differ in the absence of these laws).

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)


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 collecting, retaining, and disclosing identifying information (i.e., if they have affected such practices).

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 SIGNATURE FOR AGENCY REPORT

Preparer of Agency Report:			
Name:	Eileen Johns		
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ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW			
Agency Head (or designee):			
Name:	Maryanne Schretzman		
Title:	Executive Director		
Email:	mschretzman@cityhall.nyc.gov	Phone:	212-788-2725
Electronic Signature:		Date:	7/1/2022

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