

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 (APO Designation of Collection and Disclosures as “Routine”) 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 Worksheet 1 for all new and existing **collections** between 2022-2024;
- Use Forms 2 & 5 to complete Worksheet 2 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 ojp@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 enhancements, and miscellaneous clarifying revisions.	Michael Fitzpatrick Chief Privacy Officer, City of New York	April 2024
3.0	Updated completion date; miscellaneous clarifying revisions.	Aaron Friedman Principal Senior Counsel Office of Information Privacy	April 2022
2.0	Updated completion date; miscellaneous clarifying revisions.	Laura Negrón Chief Privacy Officer, City of New York	April 2020
1.0	First Version	Laura Negrón Chief Privacy Officer, City of New York	April 2018

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

1. Agency: Mayor's Office of Criminal Justice

2. APO Contact Details
 - a. Name: Laura S. Mello
 - b. Title: Deputy General Counsel and Agency Privacy Officer
 - c. Email: lmello@mocj.nyc.gov
 - d. Telephone: 2124165271

COLLECTIONS

3. How many collections does the agency have to describe?
32

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](#).

<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Social security number (full or last 4 digits)* <input checked="" type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<u>Work-Related Information</u> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<u>Biometric Information</u> <input type="checkbox"/> Fingerprints <input checked="" 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* <input type="checkbox"/> Height <input type="checkbox"/> Weight	<u>Government Program Information</u> <input checked="" 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 checked="" type="checkbox"/> Income tax information <input checked="" type="checkbox"/> Motor vehicle information
<u>Contact Information</u> <input checked="" type="checkbox"/> Current and/or previous home address <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<u>Law Enforcement Information</u> <input checked="" type="checkbox"/> Arrest record or criminal conviction <input checked="" type="checkbox"/> Date and/or time of release from custody of ACS, DOCS, 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 checked="" type="checkbox"/> Country of origin <input checked="" type="checkbox"/> Date of birth* <input checked="" type="checkbox"/> Gender identity <input checked="" type="checkbox"/> Languages spoken <input checked="" type="checkbox"/> Marital or partnership status <input checked="" type="checkbox"/> Nationality <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Religion <input checked="" 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 checked="" type="checkbox"/> Internet protocol (IP) address* <input checked="" type="checkbox"/> Social media account information
<u>Status information</u> <input checked="" type="checkbox"/> Citizenship or immigration status <input checked="" type="checkbox"/> Employment status <input checked="" type="checkbox"/> Status as a victim of domestic violence or sexual assault <input checked="" type="checkbox"/> Status as crime victim or witness	
<u>Other Types of Identifying Information</u> (list below): 	
<p>*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).</p>	

DISCLOSURES

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

25

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](#).

<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Social security number (full or last 4 digits)* <input checked="" type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<u>Work-Related Information</u> <input checked="" type="checkbox"/> Employer information <input checked="" 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* <input type="checkbox"/> Height <input type="checkbox"/> Weight	<u>Government Program Information</u> <input checked="" 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 checked="" type="checkbox"/> Income tax information <input checked="" type="checkbox"/> Motor vehicle information
<u>Contact Information</u> <input checked="" type="checkbox"/> Current and/or previous home address <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<u>Law Enforcement Information</u> <input checked="" type="checkbox"/> Arrest record or criminal conviction <input checked="" type="checkbox"/> Date and/or time of release from custody of ACS, DOCS, 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 checked="" type="checkbox"/> Country of origin <input checked="" type="checkbox"/> Date of birth* <input type="checkbox"/> Gender identity <input checked="" type="checkbox"/> Languages spoken <input checked="" type="checkbox"/> Marital or partnership status <input checked="" type="checkbox"/> Nationality <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Religion <input checked="" 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 checked="" type="checkbox"/> Citizenship or immigration status <input checked="" type="checkbox"/> Employment status <input checked="" type="checkbox"/> Status as a 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): 	
*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).	

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)*.

Data that is disclosed pursuant to a data-sharing agreement with a third-party data source is administered pursuant to the terms of such agreement modeled on the Citywide Privacy Protection Policies and Protocols, which include restrictions on data storage, access, use, and dissemination. Human Services contracts include the Identifying Information Rider, and other contracts include the Privacy Protection Rider and the Cloud Rider where appropriate. Citywide data control protocols, including those established by agencies like OTI, also apply.

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)*.

Legal; Human Resources; Procurement; Fiscal; Programs; Executive; Intergovernmental; Communications

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)*.

Executive staff, executive directors, directors, attorneys, program analysts, policy analysts, contract analysts, media and intergovernmental affairs personnel, human resources staff, and IT professionals.

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)*.

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)*.

Yes – **GO TO QUESTION 14**

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?

Yes – **GO TO QUESTION 15**

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.

Pursuant to the Policies and Protocols, staff consider whether requests for information can be minimized without providing any identifying information or whether the scope of request can be limited. In addition, where a disclosure has been pre-approved as routine, disclosure is limited to certain types of identifying information and in the performance of specified MOCJ/OSE functions.

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).*

MOCJ/OSE have adopted the Policies and Protocols and the Model Protocol. MOCJ/OSE would apply the framework established therein when handling proposals for disclosures of identifying information. Proposals for disclosures of identifying information are reviewed by MOCJ legal staff in order to determine whether a permissible basis exists in applicable laws, regulations, and policies for the proposed disclosure. All data sharing agreements, contracts, and memoranda of understanding that involve the disclosure of identifying information must contain the appropriate rider or other language that restricts data storage, access, use, and dissemination by any recipient party.

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).*

MOCJ/OSE have designated certain disclosures of identifying information as routine. Routine disclosures have been pre-approved to the extent they further the purpose or mission of MOCJ/OSE and are necessary in carrying out its functions. In accordance with the requirements of the Policies and Protocols, disclosure of identifying information may be made under exigent circumstances. Such circumstances exist where there is an urgent need for the information and during which normal procedures cannot be followed. Where a disclosure of identifying information has been made under exigent circumstances, staff making the disclosure must notify their Agency Privacy Officer as soon as possible. The Agency Privacy Officer must then notify the Chief Privacy Officer of the disclosure as soon as possible.

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).*

Data that is collected, retained, or disclosed pursuant to a data-sharing agreement with a third-party data source is administered pursuant to the terms of such agreement modeled on the Citywide Privacy Protection Policies and Protocols, which include restrictions on data storage, access, use, and dissemination. Human Services contracts include the Identifying Information Rider, and other contracts include the Privacy Protection Rider and the Cloud Rider where appropriate. Citywide data control protocols, including those established by agencies like OTI, also apply.

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).*

The Identifying Information Law prompted the Mayor's Office of Criminal Justice and the Office of Special Enforcement to inventory its collection, retention, and disclosure practices in relation to identifying information. The Identifying Information Law required MOCJ and OSE to determine which of these practices are necessary for its functioning and further its mission or purpose in order to designate certain collections and disclosures of identifying information as routine. They also required MOCJ and OSE to determine certain collections and disclosures as requiring Agency Privacy Officer approval on a case-by-case basis. On an ongoing basis, the Identifying Information Law requires MOCJ and OSE to continue to monitor its practices in the collection, retention, and disclosure of identifying information and to stay up-to-date to ensure the appropriate handling of such information.

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).*

The privacy Policies and Protocols as promulgated by CPO have assisted MOCJ and OSE with assuring compliance with the Identifying Information Law. These Policies and Protocols govern the collection, retention, and disclosure of identifying information by MOCJ and OSE, which incorporate the Policies and Protocols in decision-making and operations where privacy interests are implicated.

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APPROVAL SIGNATURE FOR AGENCY REPORT

PREPARER OF AGENCY REPORT

Name: Laura S. Mello

Title: Deputy General Counsel and Agency Privacy Officer

Email: lmello@mocj.nyc.gov

Phone: 2124165271

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Name: Deanna Logan

Title: Director

Email: dlogan@mocj.nyc.gov

Phone: 646-576-3493

Signature: 

Date: 7/31/2024

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

COLLECTIONS			
Type of Collection	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Collection.
1 Audit	Collect identifying information to support audits of contracted providers	Pre-approved as routine	This collection provides transparency, accountability, and assurance to stakeholders by confirming compliance with regulations and contractual obligations, and providing an independent assessment of the auditee's financial position and operations. This supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.
2 Client or Customer Service	Collect identifying information of agency-funded program participants as well as constituent members of the public who seek assistance from the agency	Pre-approved as routine	This collection supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.
3 Compliance	Collect identifying information to support contract reporting requirements	Pre-approved as routine	This collection is necessary to ensure contracted services are being adequately performed in furtherance of the agency's core

					mission of improving public safety for all New Yorkers.
4	Compliance	Collect identifying information to support grant reporting requirements	Pre-approved as routine		This collection is necessary to ensure continuation of federal funding in furtherance of the agency's core mission of improving public safety for all New Yorkers.
5	Education	Collect identifying information to support school-based programming funded by Agency	Pre-approved as routine		This collection is necessary to ensure contracted services are being adequately performed in furtherance of the agency's core mission of improving public safety for all New Yorkers.
6	Environment	Collect identifying information as part of managing environmental or sustainability initiatives, such as climate change impacts and capital construction projects for Borough-Based Jails (BBJ) program and Courthouse Capital Projects	Pre-approved as routine		This collection supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.
7	Finance	Collect identifying information relating to agency employees, contractors, and program participants as part of budget management, including invoices and financial reports	Pre-approved as routine		This collection is necessary for administration of the agency's budget and finances. Collecting such information in the invoicing (accounts payable and accounts receivable) is to facilitate the

				accurate and timely payment of obligations, claiming obligations, maintain financial records, and ensure compliance with regulatory and financial requirements. This supports the agency's core administrative function.
8	Finance	Collect identifying information as part of state grant reimbursement process	Pre-approved as routine	This collection is necessary as part of the claiming and reimbursement process for state funding of agency-run programs that support the core agency missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.
9	Housing	Collect identifying information to determine eligibility for affordable housing, rental assistance and temporary shelter.	Pre-approved as routine	This collection is necessary to support the implementation of agency-funded programs that assist unhoused New Yorkers with justice involvement to obtain an array of housing-related services during or after their justice involvement. This supports the agency's core mission of improving public safety for all New Yorkers.

10	Human Resources and other Personnel Matters	Collect identifying information during the hiring process for the purpose of employment	Pre-approved as routine	This collection is necessary in support of the agency's performance of core administrative and human resource function.
11	Human Resources and other Personnel Matters	Collect identifying information for the purpose of payroll, medical documentation, benefits, and beneficiary enrollment for the purpose of supporting employees	Pre-approved as routine	This collection is necessary in support of the agency's performance of core administrative and human resource function.
12	Incident Management	Collect identifying information where it has been suspected that the confidentiality of identifying information has been compromised and to remedy potential harm.	Pre-approved as routine	This collection is necessary in support of maintaining confidentiality of identifying information maintained by the agency or its contracted providers pursuant to local, state, or federal law. This supports the agency's core administrative function.
13	Law Enforcement	Collect identifying information related to investigation, prosecution, or enforcement of law	Pre-approved as routine	These collections are pursuant to contractual agreements or statutory obligations that support the agency's core mission of improving public safety for all New Yorkers.
14	Legal Matters or Proceeding	Collect identifying information as part of litigations and legal proceedings.	Pre-approved as routine	This collection supports agency representation in all legal affairs. This collection is made in the course of normal agency

				business and supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers .
15	None of the above	Collect identifying information as part of legislative negotiations on bills on behalf of the agency and other criminal justice actors	Pre-approved as routine	This collection is in furtherance of representing the agency in all bill negotiations that may impact criminal justice throughout NYC. This supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.
16	Office Administration	Collect identifying information for filing and maintaining records	Pre-approved as routine	This collection is necessary to comply with City record retention guidelines. This supports the agency's core administrative function.
17	Prevention of Fraud, Waste, Abuse	Collect identifying information in order to address allegations of fraud, waste, or abuse	Pre-approved as routine	This collection is in furtherance of the Agency's compliance with City policies relating to the prevention of fraud, waste, and abuse. This collection is made in the course of normal agency business and supports the agency's core missions of maintenance and improvement

				of a fair and equitable justice system, and improving public safety for all New Yorkers.
18	Procurement	Collect identifying information to negotiate procurement and enter into agreements	Pre-approved as routine	This collection is a necessary part of the contracting/procurement process which supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.
19	Procurement	Collect identifying information of provider staff and program participants	Pre-approved as routine	This collection supports contract/integrity review which supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.
20	Public Safety and Health	Collect identifying information as part of the RFP process for the Borough-Based Jails program	Pre-approved as routine	This collection supports the reforming and improvement of the City's justice system, which supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.

21	Public Safety and Health	Collect identifying information in support of the Violent Hate Crime Notification System	Pre-approved as routine	This collection is necessary to support responses to threats to public safety, which supports the agency's core mission of improving public safety for all New Yorkers.
22	Records Management	Collect identifying information for filing and maintaining records	Pre-approved as routine	This collection is necessary to comply with City record retention guidelines and supports the agency's core administrative function.
23	Research	Collect identifying information from city and state justice agencies and justice programs	Pre-approved as routine	This collection is necessary to monitor the aggregate flow and outcomes of justice system processes and programs, and evaluate, improve, and design policies, all of which support the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.
24	Research	Collect identifying information for the purpose of surveys and focus groups with external partners.	Pre-approved as routine	These collections support the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.

25	Response to a Request or Demand	Collect identifying information to process and respond to a constituent complaint	Pre-approved as routine	This collection supports the agency's core mission of improving public safety for all New Yorkers.
26	Response to a Request or Demand	Collect identifying information in order to process and respond to a FOIL request	Pre-approved as routine	This collection supports the agency's transparency and compliance with the New York State Freedom of Information Law, which supports the agency's core administrative function.
27	Response to a Request or Demand	Collect identifying information in order to respond to press inquiries	Pre-approved as routine	This collection supports the agency's transparency and communication regarding its core mission of improving public safety for all New Yorkers.
28	Response to a Request or Demand	Collect identifying information in order to respond to requests from academics, advocates, or researchers from other organizations	Pre-approved as routine	This collection supports the agency's transparency and communication regarding its core mission of improving public safety for all New Yorkers.
29	Social Services	Collect identifying information of individuals needing referrals to other city agencies for services	Pre-approved as routine	This collection supports the agency's core mission of improving public safety for all New Yorkers.
30	Strategic Initiatives	Collect identifying information during community and stakeholder engagement as part of public engagement for	Pre-approved as routine	This collection supports the agency's core missions of maintenance and improvement of a fair and equitable justice system,

		citywide strategic and mayoral initiatives		and improving public safety for all New Yorkers.
31	Technology	Collect identifying information of employees for network access and account creation	Pre-approved as routine	This collection supports the agency's core administrative function to permit employees to access the City's technological resources for job performance.
32	Utilities & Infrastructure	Collect identifying information in vendor submissions, invoices, budgets, and other financial information related to the RFP process and fiscal operations for courthouse capital projects	Pre-approved as routine	This collection supports improvement of the City's criminal justice infrastructure, in support of the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.

Please add additional rows, if needed

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

DISCLOSURES				
Type of Disclosure	Describe the Specific Activity	Classification	Describe the agency served by this Disclosure.	Was this disclosure made pursuant to an external request?
Audit	Disclosure of identifying information to federal, state, or local auditors, or other entities authorized to perform audits, in conjunction with contract or grant performance	Pre-approved as routine	This disclosure may be required by the audit process and provides transparency, accountability, and assurance to internal and external stakeholders. The audit serves to verify the accuracy and truthfulness of the auditee's financial statements, confirm compliance with regulations and contractual obligations, provide an independent assessment of the auditee's financial position and operations, and provide corrective actions if needed. This disclosure supports the agency core administrative and financial function.	Yes

2	Client or Customer Service	Disclose identifying information to process constituent complaints, inquiries and claims for verification.	Pre-approved as routine	This disclosure is in response to inquiries from constituents necessary in order to respond to such inquiries, in support of the agency's core mission of improving public safety for all New Yorkers.	Yes
3	Compliance	Disclose identifying information to oversight agency to comply with regulations and rules to funding.	Pre-approved as routine	This disclosure is in response to inquiries from oversight agencies to ensure compliance with relevant regulations, which supports the agency's core mission of improving public safety for all New Yorkers.	Yes
4	Compliance	Disclose identifying information in enforcement activity reporting, including PII of violation recipients, mandated by Local Law 87 of 2017; disclosure to Open Data of STR registration and Prohibited Building List pursuant to Local Law 18 of 2022	Pre-approved as routine	These disclosures are required by statute and support the agency's core mission of improving public safety for all New Yorkers.	No

5	Compliance	Disclose identifying information to comply with grant reporting requirements	Pre-approved as routine	These disclosures are required by grant terms to support grant-funded contracts and programs that support the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.	No
6	Education	Disclose identifying information relating to school-based programming for incident response	Pre-approved as routine	This disclosure is made in response to school incidents to support the agency's core mission of improving public safety for all New Yorkers.	No
7	Finance	Disclose identifying information as part of budget management for invoices, budgets, financial reports, and other financial information	Pre-approved as routine	This disclosure is made as part of financial analysis of agency budget; budget requests; and other activities necessary for agency fiscal operations. This disclosure supports the core agency administrative and financial functions.	Yes
8	Housing	Disclose identifying information as part of eligibility determination	Pre-approved as routine	This disclosure is made to implement and manage agency-funded housing	No

		for temporary housing and emergency shelter		programs and supports the core agency mission of improving public safety for all New Yorkers.	
9	Human Resources and other Personnel Matters	Disclose identifying information for the purpose of performing human resources responsibilities including new hire processing, retiree and benefits processing, payroll processing, equal opportunity matters, training, occupational health and safety matters, and professional development	Pre-approved as routine	Disclosure of various personnel-related information and records is in performance of the core agency administrative and human resources function.	No
10	Incident Management	Disclosure of identifying information where it is suspected that the confidentiality of information has been compromised	Pre-approved as routine	This disclosure supports maintaining confidentiality of identifying information maintained by the agency or its contracted providers pursuant to local, state, or federal law. This supports the agency's core administrative function.	Yes
11	Law Enforcement	Disclosure of identifying information for	Approved by the APO on a case-by-case basis	This disclosure supports the agency's core	Yes

		<p>purposes of law enforcement activities, which may include investigation, prosecution, or enforcement of a law, regulation, rule, or order</p> <p>Disclosure of identifying information for the purpose of litigation or legal proceedings</p>		<p>missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers</p>	
12	<p>Legal Matters or Proceeding</p>		<p>Pre-approved as routine</p>	<p>This disclosure supports legal representation of the agency. This disclosure is made in the course of normal agency business and supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.</p>	<p>Yes</p>
13	<p>None of the above</p>	<p>Disclosure of identifying information during the process of legislative negotiations of draft bills</p>	<p>Pre-approved as routine</p>	<p>This disclosure supports agency representation in all bill negotiations and advising on justice matters. This disclosure supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving</p>	<p>No</p>

					public safety for all New Yorkers.	
14	Office Administration	Disclosure of identifying information for day-to-day administrative functions, such as filing, personnel, appointments, and maintaining records	Pre-approved as routine	This disclosure supports the agency's core administrative function.	No	
15	Prevention of Fraud, Waste, Abuse	Disclosure of identifying information in order to address allegations of fraud, waste, or abuse	Pre-approved as routine	This disclosure supports agency compliance with City policies aimed at the prevention of fraud, waste, and abuse, and it supports the agency's core administrative function.	No	
16	Procurement	Disclose identifying information to contractors/consultants to bid and negotiate procurements and enter into agreements with the agency for services and equipment	Pre-approved as routine	This disclosure supports the procurement process and supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.	No	
17	Public Safety and Health	Disclose identifying information to appropriate federal or city agencies to prevent	Pre-approved as routine	This disclosure supports the agency's core mission of improving public safety for all New Yorkers.	Yes	

		or combat threats to public health and safety			
18	Public Safety and Health	Disclosure of identifying information to agency providers to address elected concerns within a district	Pre-approved as routine	This disclosure is necessary to resolve public safety issues, which supports the agency's core mission of improving public safety for all New Yorkers.	Yes
19	Records Management	Disclose identifying information for records management and archiving.	Pre-approved as routine	This disclosure supports the agency's core administrative function.	Yes
20	Response to a Request or Demand	Disclose identifying information in response to FOIL requests	Pre-approved as routine	This disclosure supports transparency and compliance with the Freedom of Information law. This disclosure supports the agency's core administrative function and supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.	Yes
21	Response to a Request or Demand	Disclose identifying information to process constituent complaints,	Pre-approved as routine	This disclosure is in response to inquiries from constituents	Yes

		inquiries and claims for verification.		necessary in order to respond to such inquiries, in support of the agency's core mission of improving public safety for all New Yorkers.	
22	Response to a Request or Demand	Disclose identifying information when appropriate in response to press inquiries	Pre-approved as routine	This disclosure supports agency transparency and supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.	Yes
23	Social Services	Disclose identifying information to federal and city agencies as a referral in order to assist with access to appropriate social services	Pre-approved as routine	This disclosure is in support of City-related goals of matching individuals with appropriate services. This disclosure supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.	No
24	Strategic Initiatives	Disclose identifying information when	Pre-approved as routine	This disclosure supports the agency's core missions	No

	of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers.		appropriate during community and stakeholder engagement as part of public engagement for citywide strategic and mayoral initiatives	
25	Technology	Pre-approved as routine	Disclose identifying information when onboarding staff assigned from other city agencies	This disclosure supports needed levels of staffing, which supports the agency's core missions of maintenance and improvement of a fair and equitable justice system, and improving public safety for all New Yorkers

Please add additional rows, if needed

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

	Type of Entity	Name of Entity
1	City Agency	DYCD, DOI, NYC Law Department
2	State Agency	NYS Indigent Legal Services
3	Federal Agency	US Department of Justice
4	City Agency	Partner NYC agencies to manage complaints, inquiries and claims for verification from constituents.
5	City Agency	Deputy Mayor, City Comptroller, OMB, MOCS, Law, DYCD, ACS
6	City Agency	OMB, City Comptroller, MOCS
7	City Agency	OTI, OIP, Cyber Command
8	City Agency	Deputy Mayor, District Attorneys, NYPD, DOC, NYC Sheriff
9	City Agency	NYC Law Department
10	Other Nonprofit	BlocPower, LLC
11	City Agency	Deputy Mayor, District Attorneys, NYPD, DOC, NYC Sheriff
12	City Agency	DORIS
13	Media Outlet	Multiple NYC and nationally based online and print media organizations
14	City Agency	Partner NYC agencies to manage complaints, inquiries and claims for verification from constituents.

Please add additional rows, if needed