

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 purpose or mission served by this Disclosure.	Was this disclosure made pursuant to an external request?
1	Client or Customer Service	<p><b>Licensing</b>  <u>Federal Agencies</u>                      Licensing discloses identifying information about license applicants in certain categories to federal government agencies to satisfy DCWP’s obligations under the law to ensure that each licensee has satisfied all licensing requirements.</p> <p>For example, for certain categories, we confirm whether an applicant is a veteran or veteran with service-related disabilities with the U.S. Department of Veterans Affairs. As another example, for employment agencies, we obtain an applicant’s</p>	Pre-approved as routine	The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in	No

		<p>criminal history from the Federal Bureau of Investigation.</p> <p>In all these situations, Licensing reciprocally collects identifying information.</p>		<p>50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber.</p>	
2	<p>Client or Customer Service</p>	<p><u>Fingerprints and Criminal History</u> Licensing collects applicant criminal history information as part of the basic license application.</p> <p>For certain license categories, pursuant to the Administrative Code or New York State law, the Licensing Division refers applicants to the New York State Division of Criminal Justice Services (“DCJS”) vendor to be fingerprinted. The DCJS then sends criminal history information to DCWP.</p>	<p>Pre-approved as routine</p>	<p>The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers.</p>	<p>No</p>

		<p>Under certain circumstances, including where an applicant is not required to be fingerprinted, Licensing may send applicants' criminal history information to the Office of Court Administration to determine criminal history for renewals and change of ownership. Fitness Review Unit also receives Arrest Notification and Death Notification through DCJS.</p>		<p>DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber</p>	
3	<p>Client or Customer Service</p>	<p><u>City Council</u> In certain categories, as required by the Administrative Code, Licensing shares license applications with City Council and other elected officials and the relevant community boards. In all these situations, Licensing reciprocally</p>	<p>Pre-approved as routine</p>	<p>The Licensing Center is the bedrock of the Department of Consumer and Worker Protection's ("DCWP") public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene ("DOHMH"), pursuant to a contract</p>	<p>No</p>

		collects identifying information.		with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber	
4	Client or Customer Service	<u>State Agencies</u> Licensing discloses identifying information about license applicants in certain categories to New York State agencies to satisfy DCWP's obligations under the law to ensure that each licensee has satisfied all	Pre-approved as routine	The Licensing Center is the bedrock of the Department of Consumer and Worker Protection's ("DCWP") public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department	No

		<p>licensing requirements. For example, for certain license categories Licensing discloses applicant information to the State Gaming Commission or the Department of Motor Vehicles.</p> <p>In all of these situations, Licensing reciprocally collects identifying information.</p>		<p>of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber</p>	
5	Client or Customer Service	<p><u>City Agencies</u> Licensing discloses identifying information about a license applicant to sister City agencies to satisfy its legal obligations to ensure</p>	Pre-approved as routine	The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated	No

		<p>that each licensee has satisfied all licensing requirements. Licensing also discloses identifying information contained in the license application package to several sister City agencies in multi-stakeholder license categories, like newsstands.</p> <p>During this reporting period, Licensing also disclosed identifying information to the Environmental Control Board/OATH to ensure that license applicants in certain categories did not have any outstanding tax liens or fines owed to the City.</p> <p>Licensing also discloses information about an applicant's child support history to the Human Resources Administration.</p>		<p>businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene ("DOHMH"), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber</p>	
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		In all of these situations, Licensing reciprocally collects identifying information from the other agencies.			
6	Client or Customer Service	<p><u>Community Board</u> In certain categories, as required by the Administrative Code, Licensing shares license applications with the relevant community board.</p> <p>In all these situations, Licensing reciprocally collects identifying information.</p>	Pre-approved as routine	The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in	No

				50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber	
7	Client or Customer Service	<p><u>Basic License Application</u> The Licensing Division collects and retains information from license applicants through the basic license application, and various addenda and documents submitted with the basic license application and other supplementary forms. This information is necessary for the Licensing Division to perform its core function of administering DCWP licenses.</p> <p>Pursuant to a contract between DCWP and DOHMH, the Licensing Division also administers</p>	Pre-approved as routine	The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers.	No



		DOHMH licenses. And, pursuant to that contract, the Licensing Division collects and retains information from license applicants through DOHMH’s basic license application, and various addenda and documents submitted with that basic license application and other supplementary forms.		DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber	
8	Client or Customer Service	<p><u>Insurance Companies</u></p> <p>In the pedicab license category, applicants submit proof of insurance that Licensing confirms with the insurance companies.</p>	Pre-approved as routine	The Licensing Center is the bedrock of the Department of Consumer and Worker Protection’s (“DCWP”) public service, administering licenses for DCWP-regulated businesses, as well as issuing all permits on behalf of the Department of Health and Mental Hygiene (“DOHMH”), pursuant to a contract with that agency. DCWP licenses include more than 51,000 businesses/individuals in more than 40 industries	No

				such as locksmiths, debt collection agencies, parking garages/lots, and tobacco retail dealers. DOHMH licenses/permits include more than 56,000 businesses/individuals in 50 different categories, such as food service establishment (restaurant, bakery, takeout), mobile food vendor, tattoo artist, horse stable, small animal grooming establishment and barber	
9	Legal Matters or Proceeding	<b>Enforcement Division</b> <u>OATH</u> The Enforcement Division, as part of the adjudication process, sends summonses issued against businesses and individuals to the Office of Administrative Trials and Hearings (“OATH”). At hearings before OATH, inspectors introduce exhibits and provide testimony that may	Pre-approved as routine	The Enforcement Division collects, retains, and discloses identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed	No

		<p>contain identifying information.</p>		<p>businesses that must comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to encourage a culture of compliance.</p>	
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10	Law Enforcement	<p><u>State Agencies</u> Enforcement discloses identifying information collected during inspections enforcing State law to relevant State agencies.</p> <p>For example, DCWP discloses identifying information collected during tobacco inspections to the State Department of Health through the EHIPS database and the State Department of Health.</p> <p>Another example is that DCWP discloses information collected during inspection of businesses for compliance with the New York Agriculture and Markets laws to the New York State Department of Agriculture and Markets.</p>	Pre-approved as routine	<p>The Enforcement Division collects, retains, and discloses identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of</p>	No
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				gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to encourage a culture of compliance.	
11	Law Enforcement	<u>City Tobacco Disclosures</u> Enforcement discloses identifying information collected during inspections to other City agencies with regulatory authority such as the Department of Finance and the Department of Health and Mental Hygiene for tobacco inspections.	Pre-approved as routine	The Enforcement Division collects, retains, and discloses identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must	No

				<p>comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to encourage a culture of compliance.</p>	
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12	Law Enforcement	<p><u>Enforcement Targets</u> Enforcement collects and retains information about potential enforcement targets provided by elected officials, sister City agencies, and State agencies.</p> <p>Enforcement also collects and retains LD-6 forms from the Police Department (PD), which may contain identifying information, for the purpose of confirming those violations for adjudication at the Office of Administrative Trials and Hearings (OATH).</p> <p>Enforcement also collects and retains identifying information from, and discloses confidential information to, sister City agencies as part of joint enforcement efforts.</p>	Pre-approved as routine	<p>The Enforcement Division collects, retains, and discloses identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of</p>	No
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				gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to encourage a culture of compliance.	
13	Law Enforcement	<p><u>Vehicle Information</u> The Enforcement Division collects license plates and VIN numbers for seized vehicles and, in certain license categories, for qualifying or compliance inspections.</p> <p>The Enforcement Division collects and retains additional information about a vehicle or a driver from</p>	Pre-approved as routine	The Enforcement Division collects, retains, and discloses identifying information as part of its role ensuring compliance with all relevant City of New York Administrative Code provisions, the Rules of the City of New York, and various State regulations. It routinely inspects businesses licensed by DCWP as well as non-licensed businesses that must	No



		<p>the Department of Motor Vehicles.</p>		<p>comply with consumer protection laws and weights and measures laws. The Division conducts undercover inspections with minors and youth between the ages of 19 and 20 to enforce State and City laws, including regulating the sale of tobacco products. The Petroleum Unit ensures that consumers are getting the correct amount of gasoline at gas stations. In addition, Enforcement conducts qualifying inspections (for new licensees and renewals) and compliance inspections. Through the Visiting Inspector Program, the Division also provides education to newly licensed businesses about our rules and regulations to encourage a culture of compliance.</p>	
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14	Technology	<p><b>DoTSS</b>  <u>Contractors</u>          The Division of Technology and Strategic Solutions (“DoTSS”) grants temporary access to identifying information to contractors developing or working on databases or technological projects for DCWP.</p>	Pre-approved as routine	DOTSS is responsible for the successful implementation of technology to support IT strategic goals aligned with the DCWP mission.	No
15	Technology	<p><u>Other Divisions</u>          DoTSS facilitates the technological collection, retention, and disclosure of identifying information by all of DCWP’s other Divisions. For example, DoTSS sends identifying information to other City and State agencies, pursuant to the needs of the other DCWP Divisions.</p>	Pre-approved as routine	DOTSS is responsible for the successful implementation of technology to support IT strategic goals aligned with the DCWP mission.	No
16	Compliance	<p><u>Open Data</u>          The “Open Data Law” mandates that “public data sets” be made accessible on the Open</p>	Pre-approved as routine	DOTSS is responsible for the successful implementation of	No

		Data portal. DCWP discloses identifying information in compliance with the law.		technology to support IT strategic goals aligned with the DCWP mission.	
17	Human Resources and other Personnel Matters	<b>EEO Investigations</b> The Equal Employment Opportunity (“EEO”) Coordinator discloses identifying information concerning EEO complaints to the NYC Department of Citywide Administrative Services (DCAS). The EEO Coordinator also discloses identifying information concerning substantiated EEO complaints to sister agencies.	Pre-approved as routine	DCWP’s EEO Coordinator investigates and provides recommendations of DCWP internal discrimination for EEO claims.	No
18	Response to a Request or Demand	<b>Communications and Marketing Division</b> <u>Press and Multimedia Disclosures</u> The Communications and Marketing Division discloses the identifying information of consumers, workers, and other individuals assisted	Pre-approved as routine	The Communications & Marketing Division translates and promotes DCWP’s work to protect and enhance the daily economic lives of New Yorkers to the public to further advance the Agency’s mission to create thriving	Yes

		<p>by DCWP, with those individuals' consent, across DCWP 's multi-media presence and to reporters.</p> <p>C &amp; M also discloses enforcement and complaint information to reporters and across DCWP 's multi-media presence.</p> <p>C &amp; M coordinates its press and multi-media presence with City Hall and sister agencies, as appropriate. In so doing, C &amp; M may disclose identifying information included in its press and multi-media efforts to sister City agencies, City Hall and the appropriate media and advertising vendors.</p>		<p>communities. The Division produces DCWP's public-facing media (brochures, reports, letterhead, videos, etc.); develops and executes integrated, multimedia public awareness campaigns; promotes and protects the Agency in the press; creates content and engages the public using the Agency's digital presence (website, social media, and Live Chat for Businesses); maintains 311 content; and ensures plain language, language access, effective design, and accurate branding in Agency communications.</p>	
19	Client or Customer Service	<p><u>Mailings</u> C &amp; M collects and retains a list of mass mailing targets, which it shares with its mass</p>	Pre-approved as routine	The Communications & Marketing Division translates and promotes DCWP's work to protect and enhance the daily	No

		<p>mailing vendor. That vendor destroys the list after each mailing. Where appropriate, C &amp; M may also disclose mailing lists to other agencies.</p> <p>The Communications and Marketing Division receives a list of e-mail targets from DCWP 's DoTSS, which it shares with OTI, which also maintains DCWP 's e-newsletter distribution list.</p>		<p>economic lives of New Yorkers to the public to further advance the Agency's mission to create thriving communities. The Division produces DCWP's public-facing media (brochures, reports, letterhead, videos, etc.); develops and executes integrated, multimedia public awareness campaigns; promotes and protects the Agency in the press; creates content and engages the public using the Agency's digital presence (website, social media, and Live Chat for Businesses); maintains 311 content; and ensures plain language, language access, effective design, and accurate branding in Agency communications.</p>	
20	Client or Customer Service	<p>Social Media</p> <p>DCWP maintains several social media accounts. The Communications and</p>	Pre-approved as routine	The Communications & Marketing Division translates and promotes DCWP's work to protect and enhance the daily	No

		<p>Marketing Division collects and maintains the information provided on these accounts, including identifying information provided by social media users, by archiving the accounts. The Communications and Marketing Division also maintained a LiveChat service for businesses that was retired in late June 2024.</p> <p>The Communications and Marketing Division collected and maintains the information provided on this account, including identifying information provided by LiveChat users, by archiving the account.</p>		<p>economic lives of New Yorkers to the public to further advance the Agency’s mission to create thriving communities. The Division produces DCWP’s public-facing media (brochures, reports, letterhead, videos, etc.); develops and executes integrated, multimedia public awareness campaigns; promotes and protects the Agency in the press; creates content and engages the public using the Agency’s digital presence (website, social media, and Live Chat for Businesses); maintains 311 content; and ensures plain language, language access, effective design, and accurate branding in Agency communications.</p>	
21	Response to a Request or Demand	<p><u>COVID-19</u> During the reporting period, the Communications and Marketing Division</p>	Pre-approved as routine	The Communications & Marketing Division translates and promotes DCWP’s work to protect and enhance the daily	Yes

		disclosed aggregated COVID-19 employee information to reporters. As appropriate, the Communications and Marketing Division also disclosed this information to City Hall, with whom the division coordinates its press and multimedia presence.		economic lives of New Yorkers to the public to further advance the Agency’s mission to create thriving communities. The Division produces DCWP’s public-facing media (brochures, reports, letterhead, videos, etc.); develops and executes integrated, multimedia public awareness campaigns; promotes and protects the Agency in the press; creates content and engages the public using the Agency’s digital presence (website, social media, and Live Chat for Businesses); maintains 311 content; and ensures plain language, language access, effective design, and accurate branding in Agency communications.	
22	Client or Customer Service	<b>Consumer Services</b> <u>Other Agencies</u> In certain cases, with the consumer’s consent, the Consumer Services	Pre-approved as routine	The Consumer Services Division is the face of DCWP for many consumers. It may be	No

		<p>Division will disclose identifying information concerning the consumer's complaint to another agency.</p>		<p>their first and sometimes only point of contact with the agency. Most often, these consumers are seeking: (a) assistance with an individual complaint against a business; and (b) information about a particular business (whether they are licensed and whether complaints have been filed against them). Consumer Services' daily operations are directly in line with DCWP's mission to protect and enhance the daily economic lives of New Yorkers to create thriving communities. Consumer Services fields between 55,000–75,000 individual consumer requests each year. Consumer Services also mediates consumer complaints, educates consumers and businesses, processes inspection requests, and</p>	
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				refers consumers to the correct agency for assistance when the matter at hand is not handled by DCWP	
23	Client or Customer Service	<u>Out-of-town Consumers</u> Consumer Services will disclose identifying information, with the consent of an out-of-town consumer, to an in-town family member or friend.	Pre-approved as routine	The Consumer Services Division is the face of DCWP for many consumers. It may be their first and sometimes only point of contact with the agency. Most often, these consumers are seeking: (a) assistance with an individual complaint against a business; and (b) information about a particular business (whether they are licensed and whether complaints have been filed against them). Consumer Services' daily operations are directly in line with DCWP's mission to protect and enhance the daily economic lives of New Yorkers to create thriving communities.	No

				Consumer Services fields between 55,000–75,000 individual consumer requests each year. Consumer Services also mediates consumer complaints, educates consumers and businesses, processes inspection requests, and refers consumers to the correct agency for assistance when the matter at hand is not handled by DCWP	
24	Client or Customer Service	<p><u>Complaints and Mediation</u></p> <p>Consumer Services collects and retains identifying information from both consumers who submit complaints and inspection requests to the division and the complained-about businesses. This information is recorded in the DCWP complaint form, the Business Response form, and the documentation provided</p>	Pre-approved as routine	The Consumer Services Division is the face of DCWP for many consumers. It may be their first and sometimes only point of contact with the agency. Most often, these consumers are seeking: (a) assistance with an individual complaint against a business; and (b) information about a particular business (whether they are	Yes

		<p>by both consumers and businesses.</p> <p>During the mediation process, the Consumer Services will disclose identifying information to the business about the consumer and vice versa, as well as to the attorneys on both sides of the mediation.</p> <p>At the conclusion of mediation, Consumer Services also collects, retains, and discloses identifying information in resolution letters and mediation agreements.</p>		<p>licensed and whether complaints have been filed against them). Consumer Services' daily operations are directly in line with DCWP's mission to protect and enhance the daily economic lives of New Yorkers to create thriving communities. Consumer Services fields between 55,000–75,000 individual consumer requests each year. Consumer Services also mediates consumer complaints, educates consumers and businesses, processes inspection requests, and refers consumers to the correct agency for assistance when the matter at hand is not handled by DCWP</p>	
25	Client or Customer Service	<p>FEC Appointments</p> <p>Consumer Services collects biographical and contact information necessary to arrange</p>	Pre-approved as routine	<p>The Consumer Services Division is the face of DCWP for many consumers. It may be their first and sometimes</p>	Yes

		<p>appointments at Financial Empowerment Centers (FEC).</p>		<p>only point of contact with the agency. Most often, these consumers are seeking: (a) assistance with an individual complaint against a business; and (b) information about a particular business (whether they are licensed and whether complaints have been filed against them).</p> <p>Consumer Services' daily operations are directly in line with DCWP's mission to protect and enhance the daily economic lives of New Yorkers to create thriving communities. Consumer Services fields between 55,000–75,000 individual consumer requests each year. Consumer Services also mediates consumer complaints, educates consumers and businesses, processes inspection requests, and</p>	
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				refers consumers to the correct agency for assistance when the matter at hand is not handled by DCWP	
26	Client or Customer Service	<p>Judgments</p> <p>Consumer Services helps to enforce judgments obtained by consumers against licensees. It also collects and retains identifying information about these consumers contained in judgment affidavits.</p>	Pre-approved as routine	<p>The Consumer Services Division is the face of DCWP for many consumers. It may be their first and sometimes only point of contact with the agency. Most often, these consumers are seeking: (a) assistance with an individual complaint against a business; and (b) information about a particular business (whether they are licensed and whether complaints have been filed against them).</p> <p>Consumer Services' daily operations are directly in line with DCWP's mission to protect and enhance the daily economic lives of New Yorkers to create</p>	Yes

				<p>thriving communities. Consumer Services fields between 55,000–75,000 individual consumer requests each year. Consumer Services also mediates consumer complaints, educates consumers and businesses, processes inspection requests, and refers consumers to the correct agency for assistance when the matter at hand is not handled by DCWP</p>	
27	Client or Customer Service	<p><b>External Affairs (EA)</b> <u>Constituent services</u> The External Affairs Division discloses to other agencies, as appropriate, to address constituents’ issues, identifying information about constituents facing licensing, consumer protection, or worker’s rights issues received from elected officials, community boards, and</p>	Pre-approved as routine	<p>External Affairs (EA) is the intergovernmental division of the agency and custodian of DCWP’s relationship with City Hall, elected officials, government entities, community and faith-based organizations, and stakeholders with broad policy and public affairs jurisdiction. EA is responsible for these relationships in order to</p>	No

		<p>the constituents themselves.</p> <p>EA discloses this information to other agencies, as appropriate, to address constituents' issues.</p>		<p>ensure that the agency speaks with a singular and consistent voice to officials and entities that have touchpoints across DCWP's wide jurisdiction.</p>	
28	Compliance	<p><u>Public Hearings</u> EA manages DCWP's participation at hearings convened by the City Council and other government agencies, including testimony by members of other DCWP Divisions and by the Commissioner. Testimony provided by DCWP witnesses and other witnesses sometimes contains identifying information.</p>	Pre-approved as routine	<p>External Affairs (EA) is the intergovernmental division of the agency and custodian of DCWP's relationship with City Hall, elected officials, government entities, community and faith-based organizations, and stakeholders with broad policy and public affairs jurisdiction. EA is responsible for these relationships in order to ensure that the agency speaks with a singular and consistent voice to officials and entities that have touchpoints across DCWP's wide jurisdiction.</p>	Yes

29	Client or Customer Service	<p><u>Outreach Events</u></p> <p>For the purpose of organizing outreach events, the External Affairs Division collects and retains the contact information of elected officials, volunteers, community based organizations, and event space managers. EA also collects and retains contact information for partner organizations, businesses, workers (with their consent), and other members of the general public.</p> <p>EA will disclose this information to other agencies, as appropriate, to organize events.</p>	Pre-approved as routine	<p>External Affairs (EA) is the intergovernmental division of the agency and custodian of DCWP’s relationship with City Hall, elected officials, government entities, community and faith-based organizations, and stakeholders with broad policy and public affairs jurisdiction. EA is responsible for these relationships in order to ensure that the agency speaks with a singular and consistent voice to officials and entities that have touchpoints across DCWP’s wide jurisdiction.</p>	No
30	Compliance	<p><u>COVID-19</u></p> <p>EA may disclose aggregated COVID-19 employee information to City Hall, elected</p>	Pre-approved as routine	<p>External Affairs (EA) is the intergovernmental division of the agency and custodian of DCWP’s relationship with City</p>	Yes



		officials, and other external parties.		Hall, elected officials, government entities, community and faith-based organizations, and stakeholders with broad policy and public affairs jurisdiction. EA is responsible for these relationships in order to ensure that the agency speaks with a singular and consistent voice to officials and entities that have touchpoints across DCWP’s wide jurisdiction.	
31	Compliance	<p><u>Reports</u> EA discloses identifying information about licensees, including in reports, to City Hall, elected officials, and other external parties. Disclosure is made as appropriate, including pursuant to laws and rules requiring such disclosure.</p>	Pre-approved as routine	External Affairs (EA) is the intergovernmental division of the agency and custodian of DCWP’s relationship with City Hall, elected officials, government entities, community and faith-based organizations, and stakeholders with broad policy and public affairs jurisdiction. EA is responsible for these relationships in order to ensure that the agency	Yes

				speaks with a singular and consistent voice to officials and entities that have touchpoints across DCWP's wide jurisdiction.	
	<i>Type of Disclosure</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Disclosure.</i>	<i>Was this disclosure made pursuant to an external request?</i>
32	Compliance	<p><u>Public Hearings</u> EA manages DCWP's participation at hearings convened by the City Council and other government agencies, including testimony by members of other DCWP Divisions and by the Commissioner. Testimony provided by DCWP witnesses and other witnesses at public hearings sometimes contains identifying information.</p>	Pre-approved as routine	External Affairs (EA) is the intergovernmental division of the agency and custodian of DCWP's relationship with City Hall, elected officials, government entities, community and faith-based organizations, and stakeholders with broad policy and public affairs jurisdiction. EA is responsible for these relationships in order to ensure that the agency speaks with a singular and consistent voice to officials and entities that have touchpoints across DCWP's wide jurisdiction.	Yes
33	Legal Matters or Proceeding	<p><u>Rulemaking</u> The External Affairs Division manages the</p>	Pre-approved as routine	External Affairs (EA) is the intergovernmental division of the agency and	Yes

		rulemaking process, including the collection and publication of public comments and the convening of public hearings on proposed rules. Comments provided in response to proposed rules sometimes contain identifying information.		custodian of DCWP’s relationship with City Hall, elected officials, government entities, community and faith-based organizations, and stakeholders with broad policy and public affairs jurisdiction. EA is responsible for these relationships in order to ensure that the agency speaks with a singular and consistent voice to officials and entities that have touchpoints across DCWP’s wide jurisdiction.	
34	Office Administration	<p><b>General Services</b> <u>Fleet Issues</u></p> <p>The General Services Division collects and retains copies of the driver’s license and employee ID for each potential driver of a DCWP vehicle.</p> <p>General Services discloses the employee number and license</p>	Pre-approved as routine	The General Services Division collects, retains, and discloses identifying information maintaining the facilities, mailroom, and fleet of DCWP vehicles for the agency. Without this operational support, DCWP could not achieve its mission of protecting and enhancing the daily economic lives of New Yorkers	No

		<p>number of drivers of DCWP vehicles to Department of Citywide Administrative Services (DCAS) and the Department of Motor Vehicles (DMV).</p> <p>DMV provides the General Services Division with abstracts about each relevant employee's driving history, which the Division retains.</p> <p>The General Services Division also collects and retains identifying information by logging vehicle use by DCWP employees.</p> <p>When there is an incident with a DCWP vehicle, General Services collects incident reports from the Police Department and discloses those reports to the DCAS and, where</p>			
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		necessary, the Department of Investigation (DOI).			
35	Office Administration	<p><u>Facilities' Contractors</u> The General Services Division collects and retains contact information for the various DCWP facilities' contractors.</p>	Pre-approved as routine	The General Services Division collects, retains, and discloses identifying information maintaining the facilities, mailroom, and fleet of DCWP vehicles for the agency. Without this operational support, DCWP could not achieve its mission of protecting and enhancing the daily economic lives of New Yorkers	No
36	Office Administration	<p><u>Mailroom</u> General Services maintains the DCWP mailroom, which includes identifying information on incoming and outgoing mail..</p> <p>The mailroom provides mail to the United States Postal Service, UPS, and a messenger service to deliver paychecks to DCWP's non-Manhattan facilities.</p>	Pre-approved as routine	The General Services Division collects, retains, and discloses identifying information maintaining the facilities, mailroom, and fleet of DCWP vehicles for the agency. Without this operational support, DCWP could not achieve its mission of protecting and enhancing the daily economic lives of New Yorkers	No

		The mailroom also retains a log of certified mail.			
37	Human Resources and other Personnel Matters	<p><b>Human Capital</b> <u>Job Applications</u></p> <p>The Human Capital Division collects and retains identifying information as part of the job application and interview process. To the extent this information is on NYCAPS, it is disclosed to DCAS.</p> <p>The Commissioner’s Office collects, retains, and discloses identifying information to City Hall regarding certain management positions.</p>	Pre-approved as routine	<p>The Human Capital (“HC”) Division serves the agency's most valuable assets, its employees. HC staff is committed to providing employee services such as recruitment, on-boarding, training and staff development, employee and labor relations, performance evaluations, personnel transactions, time and leave provisions, payroll, employee benefits, special leave requests, and agency-wide special events. HC staff also provides guidance on agency and citywide personnel rules and regulations, policies, and procedures.</p> <p>HC is guided by City oversight agencies which</p>	No

				are DCAS (Department of Citywide Administrative Services), OLR (Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agencies	
38	Human Resources and other Personnel Matters	<p><u>Discipline And Termination</u> The Human Capital Division collects and retains discipline and termination information. As appropriate, the Human Capital Division discloses this information to sister City agencies and State agencies.</p> <p>To the extent an employee is required to undertake a drug test or undertake an independent medical examination, Human Capital discloses identifying information to the appropriate vendor.</p>	Pre-approved as routine	The Human Capital (“HC”) Division serves the agency's most valuable assets, its employees. HC staff is committed to providing employee services such as recruitment, on-boarding, training and staff development, employee and labor relations, performance evaluations, personnel transactions, time and leave provisions, payroll, employee benefits, special leave requests, and agency-wide special events. HC staff also provides guidance on agency and citywide personnel rules and regulations, policies, and procedures.	No

		<p>If an employee leaves for another City agency, Human Capital will send that employee's file to the new agency.</p> <p>Human Capital will also verify the employment of DCWP employees to future employers.</p>		<p>HC is guided by City oversight agencies which are DCAS (Department of Citywide Administrative Services), OLR (Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agencies</p>	
39	Human Resources and other Personnel Matters	<p><u>Employee Information</u> Human Capital collects, retains, and discloses employee benefit, payroll, evaluation, reasonable accommodation, and related information.</p> <p>The Human Capital Division does so for purposes of processing new hires, payroll, and employment benefits for personnel in all Divisions of DCWP.</p>	Pre-approved as routine	<p>The Human Capital ("HC") Division serves the agency's most valuable assets, its employees. HC staff is committed to providing employee services such as recruitment, on-boarding, training and staff development, employee and labor relations, performance evaluations, personnel transactions, time and leave provisions, payroll, employee benefits, special leave requests, and agency-wide special events. HC staff also provides guidance on agency and citywide personnel rules and</p>	No



				<p>regulations, policies, and procedures.</p> <p>HC is guided by City oversight agencies which are DCAS (Department of Citywide Administrative Services), OLR (Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agencies</p>	
40	Human Resources and other Personnel Matters	<p><u>Union Info</u> Human Capital discloses rosters of DCWP employees to appropriate unions, so that the unions can contact the employees and alert them of upcoming meetings.</p>	Pre-approved as routine	<p>The Human Capital (“HC”) Division serves the agency's most valuable assets, its employees. HC staff is committed to providing employee services such as recruitment, on-boarding, training and staff development, employee and labor relations, performance evaluations, personnel transactions, time and leave provisions, payroll, employee benefits, special leave requests, and agency-wide special events. HC staff also provides guidance on</p>	No

				<p>agency and citywide personnel rules and regulations, policies, and procedures.</p> <p>HC is guided by City oversight agencies which are DCAS (Department of Citywide Administrative Services), OLR (Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agencies</p>	
41	Human Resources and other Personnel Matters	<p><u>COVID-19</u> During this reporting period, Human Capital collected, retained, and/or disclosed identifying information related to COVID-19:</p> <p>Human Capital collects and retains identifying information for the purpose of making leave determinations, including for leave requests made pursuant to the Families First Coronavirus Response</p>	Pre-approved as routine	The Human Capital (“HC”) Division serves the agency's most valuable assets, its employees. HC staff is committed to providing employee services such as recruitment, on-boarding, training and staff development, employee and labor relations, performance evaluations, personnel transactions, time and leave provisions, payroll, employee benefits, special leave requests, and agency-wide special	No

		<p>Act. Such information may include employee information, documentation showing a positive COVID-19 test result or that the employee is exhibiting COVID-19 symptoms or the employee has been exposed to COVID-19 or the employee sought a COVID-19 diagnosis, the name of the employee’s health care provider, the name and age of an employee’s child and the name of the child’s school, place of care, or childcare provider.</p> <p>Pursuant to City policy, the Human Capital Division collected and retained identifying information when DCWP was made aware that an employee received a positive COVID-19 test result or had a confirmed and documented exposure to someone</p>		<p>events. HC staff also provides guidance on agency and citywide personnel rules and regulations, policies, and procedures.</p> <p>HC is guided by City oversight agencies which are DCAS (Department of Citywide Administrative Services), OLR (Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agencies</p>	
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		<p>who received a positive test result. Such information includes documentation confirming the positive test result or exposure, documentation from the employee's doctor confirming whether quarantine is required or recommended, the employee's mailing address and telephone number, and the names of all employees with whom the affected employee has had close contact in the last 10 days. In the event of a positive test result or a confirmed and documented exposure, Human Capital notified the affected employee's work-related close contacts and supervisor.</p> <p>Human Capital previously disclosed information related to COVID-19 to other City</p>			
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		agencies and City Hall, including numbers representing employees who tested positive for COVID-19 and employees ordered to quarantine, mandated quarantine dates, and mandated return-to-work dates.			
42	Client or Customer Service	<p><b>Office of Financial Empowerment</b>  <u>FEC Client Disclosures</u>            OFE’s financial counseling and coaching human services contractors disclose individuals’ financial and biographical information, including credit reports, to OFE as well as to relatives, caregivers, and other third parties who those individuals have authorized to receive that information.</p> <p>Third-party service providers, including providers of legal services, to whom such disclosures are made,</p>	Pre-approved as routine	Within DCWP, the Office of Financial Empowerment (“OFE”) focuses on initiatives that support New Yorkers and communities with low incomes in building wealth and improving their financial health. OFE is the first local government initiative in the country with the mission to educate, empower, and protect New Yorkers and neighborhoods with low incomes so they can build assets and make the most of their financial resources. OFE uses data and research, policy, partnerships, and convenings to advance its	No

		may also collect and retain identifying information as appropriate to provide their services.		mission. Using this model, OFE is able to develop, offer, and advocate for innovative programs and products for all New Yorkers.	
43	Client or Customer Service	<p><u>Tax Prep</u> OFE contracts with various human services contractors to provide free tax preparation assistance as part of the NYC Free Tax Prep Program. Tax preparation assistance is provided in person and virtually.</p> <p>As part of this work, OFE’s human services contractors collect and retain identifying information from individuals seeking free tax preparation assistance and the individuals’ financial information necessary to file their taxes. Collection and retention are made directly or through</p>	Pre-approved as routine	Within DCWP, the Office of Financial Empowerment (“OFE”) focuses on initiatives that support New Yorkers and communities with low incomes in building wealth and improving their financial health. OFE is the first local government initiative in the country with the mission to educate, empower, and protect New Yorkers and neighborhoods with low incomes so they can build assets and make the most of their financial resources. OFE uses data and research, policy, partnerships, and convenings to advance its mission. Using this model, OFE is able to develop, offer, and advocate for	No

		<p>software programs used by contractors to provide their services. Such programs include: Appointment Plus for scheduling appointments; Taxslayer for preparing and filing income tax returns; Code for America for virtual tax preparation assistance; Google Meet, Microsoft Teams, DocuSign, and Dropbox for operational needs. Identifying information may be retained until November of the following year or through the period approved by the IRS for the retention of such information. Contractors may also collect and retain aggregated data from the IRS, such as the number of returns completed, the dollar amounts refunded and the amount of credits granted for individuals</p>		<p>innovative programs and products for all New Yorkers.</p>	
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		<p>who received tax preparation assistance.</p> <p>Certain contractors use subcontractors to administer their appointment system (e.g., Appointment Plus). Such subcontractors retain and collect individuals' biographical and contact information.</p> <p>Outreach and marketing are a critical component of this program. To effectively target eligible New Yorkers, OFE collects and retains contact information provided by other City agencies for potentially eligible individuals, and OFE uses the contact information for outreach campaigns. OFE also discloses the contact information to City contractors who facilitate the outreach campaigns by direct mail</p>			
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		marketing, phone calls, and text message services.			
44	Client or Customer Service	<p><u>Financial Empowerment Center (FEC) - Contact Info</u> OFE collects and retains individuals' contact information obtained at community outreach events.</p> <p>OFE, or its human services contractors may, with an individual's consent disclose that individual's contact information to a sister City agency that may help that individual.</p> <p>OFE receives reciprocal referrals from sister City agencies.</p> <p>OFE's human service contractors and OFE collect and retain individuals' contact information, with the</p>	Pre-approved as routine	Within DCWP, the Office of Financial Empowerment ("OFE") focuses on initiatives that support New Yorkers and communities with low incomes in building wealth and improving their financial health. OFE is the first local government initiative in the country with the mission to educate, empower, and protect New Yorkers and neighborhoods with low incomes so they can build assets and make the most of their financial resources. OFE uses data and research, policy, partnerships, and convenings to advance its mission. Using this model, OFE is able to develop, offer, and advocate for innovative programs and	No

		<p>individuals’ consent, so OFE can provide those individuals with information about OFE’s financial counseling and Free Tax Prep services.</p>		<p>products for all New Yorkers.</p>	
45	Compliance	<p><b>General Counsel</b> <u>Conflicts of Interest Board (COIB)</u> GC’s Disciplinary Advocate Officer is responsible for monitoring DCWP’s compliance with the conflict-of-interest rules.</p> <p>As part of this work, GC collects and retains employee information related to conflicts of interest and discloses it to the COIB. The General Counsel Division also makes standard donation and fundraising disclosures to the COIB.</p>	Pre-approved as routine	<p>The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer</p>	Yes

46	Procurement	<p><u>Contracts</u> GC provides legal review of DCWP’s contracts. To the extent the contracts contain identifying information, GC collects and retains the information and discloses it to sister City agencies, such as the Law Department.</p>	Pre-approved as routine	<p>The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer</p>	Yes
47	Human Resources and other Personnel Matters	<p><u>Disciplinary Advocate Officer (DAO)</u> <u>Investigations</u> GC contains DCWP’s Disciplinary Advocate Officer. The DAO investigates and, as</p>	Pre-approved as routine	<p>The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of</p>	Yes

		<p>appropriate, brings charges against DCWP employees, both internally and at various disciplinary adjudicatory bodies.</p> <p>As part of this work, GC collects, retains, and discloses employee identifying information during the investigation and adjudication process.</p>		<p>the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer</p>	
48	Law Enforcement	<p><u>Department of Investigation (DOI)</u> The General Counsel Division discloses identifying information in its agency records, upon request, to law enforcement agencies such as DOI and the Police Department (PD).</p> <p>The DAO also sends DOI monthly reports and a yearly corruption report.</p>	Pre-approved as routine	<p>The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules</p>	Yes

				and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP's Disciplinary Advocate Officer ("DAO") and Freedom of Information Law Officer ("FOIL") Officer	
49	Response to a Request or Demand	<u>FOIL</u> GC contains DCWP's Freedom of Information Law ("FOIL") officer. In responding to FOIL requests, DCWP discloses identifying information in compliance with the law.	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP's jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP's Disciplinary Advocate	Yes

				Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer	
50	Compliance	<u>Testimony at Hearings</u> GC participates in hearings convened by the City Council and other government agencies. Testimony provided by DCWP witnesses and other witnesses sometimes contains identifying information.	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer	Yes
51	Legal Matters or Proceeding	<u>Labor and Employment (L&amp;E)</u> GC represents DCWP in labor and employment-	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of	No

		<p>related actions before administrative bodies. As part of this work, GC collects, retains, and discloses employee information during the investigation and adjudication process.</p> <p>GC also discloses employee identifying information when sister City agencies, such as OLR or the Law Department, represent DCWP in labor and employment-related actions.</p>		<p>Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer</p>	
52	Legal Matters or Proceeding	<p><u>Law Department</u> In performing its work, GC routinely seeks counsel from the Law Department, which requires the disclosure of identifying information.</p> <p>Reciprocally, the Law Department seeks identifying information</p>	Pre-approved as routine	<p>The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division</p>	No

		<p>when it represents the City or DCWP in litigation.</p> <p>More generally, the General Counsel Division discloses identifying information to sister City agencies, City Hall, and City Council, when those other arms of City government seek counsel about the laws and rules enforced by DCWP.</p>		<p>also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer</p>	
53	Legal Matters or Proceeding	<p><u>Licensing and Consumer Protection Law Investigations</u> GC investigates violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of New York, and other laws and rules within DCWP’s jurisdictional authority. As a result of these investigations, GC, among other things, reviews complaints, enters into settlements,</p>	Pre-approved as routine	<p>The General Counsel Division oversees the agency’s legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement</p>	No



		<p>and commences enforcement actions at OATH and in New York Supreme Court.</p> <p>As part of this work, GC collects, retains, and discloses identifying information from consumers, businesses, other individuals, and other agencies during the investigation and adjudication process. In particular, GC discloses identifying information to OATH and the courts (which maintain filings that are publicly available and conduct proceedings that are open to the public) when prosecuting violations; to businesses when disclosure is necessary for resolution of the investigation; and to process servers to serve subpoenas, court complaints, and other papers.</p>		<p>documents, and external communications. The General Counsel Division also contains DCWP's Disciplinary Advocate Officer ("DAO") and Freedom of Information Law Officer ("FOIL") Officer</p>	
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		The General Counsel discloses identifying information if it is undertaking a joint enforcement effort or if it is referring a matter to another agency and will receive reciprocal identifying information.			
54	Client or Customer Service	<p><u>Licensing Counsel</u> GC assists DCWP's Licensing Division by assessing whether new and renewal license applicants satisfy the requirements of New York City's laws and rules and are fit to hold a license.</p> <p>As part of this work, GC collects, retains, and discloses identifying information necessary to undertake this licensing assessment.</p>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP's jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP's Disciplinary Advocate	No

				Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer	
55	Client or Customer Service	<u>Newsstands</u> GC discloses biographical and license-related information about newsstand licensees to JC Decaux, the City’s street furniture contractor.	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer	Yes
56	Legal Matters or Proceeding	<u>Rulemaking</u> GC undertakes legal review of proposed rules and public comments	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of	No

		made during the rulemaking process. To the extent comments provided in response to proposed rules contain identifying information, GC collects and retains such information and discloses that information, as necessary, to the Law Department.		Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information Law Officer (“FOIL”) Officer.	
57	Legal Matters or Proceeding	<u>State Law and Trials Division Decisions</u> GC provides DCWP’s final determinations for certain State law charges within its enforcement jurisdiction. GC collects, retains, and discloses identifying information	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional	No

		as part of issuing those determinations.		authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP's Disciplinary Advocate Officer ("DAO") and Freedom of Information Law Officer ("FOIL") Officer.	
58	Legal Matters or Proceeding	<u>Subpoena Requests</u> GC responds to subpoena requests on behalf of DCWP and, in so doing, discloses identifying information, in compliance with the law.	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP's jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement	Yes

				documents, and external communications. The General Counsel Division also contains DCWP's Disciplinary Advocate Officer ("DAO") and Freedom of Information Law Officer ("FOIL") Officer.	
59	Client or Customer Service	<p><u>U-Visa</u> DCWP's Designated U-Visa Representative assesses U-Visa Certification applications submitted to DCWP by undocumented immigrants. As part of that assessment, the Designated U-Visa Representative collects and retains identifying information regarding the immigrant and the information he or she possesses regarding potential qualifying criminal activity.</p> <p>To the extent an undocumented immigrant's</p>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP's jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP's Disciplinary Advocate Officer ("DAO") and	Yes

		representative submits the immigrant’s U-Visa certification application, the Designated U-Visa Representative will disclose his or her assessment to the representative.		Freedom of Information Law Officer (“FOIL”) Officer.	
60	Education	<p><u>KidsRise</u></p> <p>DCWP’s contractor, Kids Rise, collects student and family data from the DOE to implement the Save for College Program Expansion, thereby enabling kindergarten students from participating NYC public and charter schools to participate in the Program for certain program years. The data collected is used to create savings accounts and track the funding for participating students. Some of the data may be used for programmatic and evaluation/research</p>	Pre-approved as routine	The General Counsel Division oversees the agency's legal work, investigating violations of Title 20 of the NYC Administrative Code, Chapter 6 of the Rules of the City of New York and other laws and rules within DCWP’s jurisdictional authority. The Division also, among other things, undertakes legal review of contracts, proposed rules and legislation, licensing and enforcement documents, and external communications. The General Counsel Division also contains DCWP’s Disciplinary Advocate Officer (“DAO”) and Freedom of Information	Yes

		purposes, if approved by DOE.		Law Officer (“FOIL”) Officer.	
61	Legal Matters or Proceeding	<p><b>Office of Labor and Policy Standards (OLPS)</b>  <u>Just Cause Arbitration</u>            Pursuant to § 20-1273 of the NYC Admin Code, fast food workers can request to resolve their complaints through binding arbitration by a DCWP administered panel of arbitrators. As part of this program, OLPS, with the workers’ consent, shares workers’ names, phone numbers, email addresses, and employer names with employers and arbitrators prior to arbitration. OLPS also shares, with the employers’ consent, the employers’ information. Where needed to secure interpretation services, OLPS may also share with arbitrators information about the languages</p>	Pre-approved as routine	DCWP’s Office of Labor Policy & Standards (“OLPS”) is NYC’s central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city’s workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors,	Yes



		spoken by the worker and/or employer.		and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.	
62	Legal Matters or Proceeding	<p><u>Mediation</u> OLPS launched a pilot program with the Center for Creative Conflict Resolution of the Office of Administrative Trials and Hearings (OATH) to conduct mediations for domestic care workers, a particularly vulnerable worker population. As part of this program, OLPS, with the workers' consent, shares workers' names, phone numbers, email addresses, and employer names with OATH prior to mediation. OLPS also shares, with the employers' consent, the employers' contact</p>	Pre-approved as routine	DCWP's Office of Labor Policy & Standards ("OLPS") is NYC's central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city's workforce; facilitate the	Yes

		information. Where needed to secure interpretation services, OLPS may also share with OATH information about the languages spoken by the worker and/or employer.		exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.	
63	Legal Matters or Proceeding	<u>Investigations and Adjudications</u> OLPS investigates violations of various laws and rules within OLPS' jurisdictional authority. As a result of these investigations, OLPS, among other things, reviews complaints, conducts comprehensive regulatory investigations, enters into settlements, and commences	Pre-approved as routine	DCWP's Office of Labor Policy & Standards ("OLPS") is NYC's central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of	Yes

		<p>enforcement actions at OATH. This work is essential to DCWP's mission of protecting and enhancing the daily economic lives of New Yorkers.</p> <p>As part of this work, OLPS collects, retains, and discloses identifying information from workers, businesses, other individuals, and sister agencies during the investigation and adjudication process. In particular, OLPS discloses identifying information to OATH (which maintains filings that are publicly available and conducts proceedings open to the public) when prosecuting violations, to employers when disclosure is necessary for resolution of the investigation, and to process servers to serve</p>		<p>immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city's workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.</p>	
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		<p>subpoenas and other papers.</p> <p>OLPS also discloses identifying information if it is undertaking a joint enforcement effort or if it is referring a matter to another agency (with a worker’s consent) and will receive reciprocal identifying information.</p>			
64	Client or Customer Service	<p><u>Outreach</u> For the purpose of helping to organize Workers’ Rights Hearings, convenings, employer education events, and other outreach events, OLPS collects and retains contact information for partner organizations; businesses; with their consent, workers; and other members of the general public.</p> <p>OLPS will disclose this information to sister</p>	Pre-approved as routine	DCWP’s Office of Labor Policy & Standards (“OLPS”) is NYC’s central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state,	No

		agencies as appropriate to organize events.		and local data on the city’s workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.	
65	Legal Matters or Proceeding	<u>Rulemaking</u> OLPS undertakes legal review of proposed rules and public comments made during the rulemaking process. To the extent comments provided in response to proposed rules contain identifying information, OLPS collects and retains such information and	Pre-approved as routine	DCWP’s Office of Labor Policy & Standards (“OLPS”) is NYC’s central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their	No

		discloses that information, as necessary, to the Law Department.		rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city’s workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.	
66	Compliance	<u>Testimony</u> OLPS participates at hearings convened by City Council and other government agencies.	Pre-approved as routine	DCWP’s Office of Labor Policy & Standards (“OLPS”) is NYC’s central resource for workers. The Office is a dedicated	Yes

		<p>Testimony provided by DCWP witnesses and other witnesses sometimes contains identifying information.</p>		<p>voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city's workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum,</p>	
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				age, gender, ethnicity, and preferred language.	
67	Law Enforcement	<p><u>COVID-19</u></p> <p>OLPS investigates violations of various laws and rules within OLPS' jurisdictional authority, including in relation to COVID-19. As a result of these investigations, OLPS, among other things, reviews complaints, conducts comprehensive regulatory investigations, enters into settlements, and commences enforcement actions at OATH.</p> <p>As part of this work, OLPS collects, retains, and discloses identifying information from workers, businesses, other individuals, and sister agencies during the investigation and adjudication process. In particular, OLPS discloses</p>	Pre-approved as routine	DCWP's Office of Labor Policy & Standards ("OLPS") is NYC's central resource for workers. The Office is a dedicated voice in City government for workers in NYC, protecting and promoting labor standards and policies that create fair workplaces to ensure all workers can realize their rights, regardless of immigration status. OLPS is required, pursuant to the NYC Charter and Administrative Code, to collect and analyze available federal, state, and local data on the city's workforce; facilitate the exchange and dissemination of information in consultation with city agencies, federal and state officials, businesses, employees, independent contractors, and nonprofit	Yes



		<p>identifying information to OATH (which maintains filings that are publicly-available and conducts proceedings open to the public) when prosecuting violations, to employers when disclosure is necessary for resolution of the investigation, and to process servers to serve subpoenas and other papers.</p> <p>OLPS also discloses identifying information if it is undertaking a joint enforcement effort or if it is referring a matter to another agency (with a worker's consent) and will receive reciprocal identifying information.</p>		<p>organizations working in the field of worker education, safety, and protection; and promote research covering the demographics of workers, including, at a minimum, age, gender, ethnicity, and preferred language.</p>	
68	Audit	<p><b>Finance and Revenue Audit</b> Finance coordinates DCWP's responses to audits brought by the NYC Comptroller and other auditing agencies.</p>	Pre-approved as routine	<p>Finance works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire</p>	Yes

		<p>During these audits, DCWP produces a significant volume of documents containing identifying information. Before producing such identifying information, DCWP enters into a confidentiality agreement with the auditing agency.</p>		<p>funding for new initiatives and, if necessary, additional funding to sustain current programs whether it's through State and Federal subsidies, intra-city agreements or the City's Office of Management and Budget. Additionally, Finance centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State procurement regulations. Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP's revenue.</p>	
69	Finance	<p><u>Unpaid Civil Penalties (LL 47)</u> Pursuant to Local Law 47 of 2016, DCWP may deny</p>	Pre-approved as routine	Finance works with all divisions to assess operational needs, create budgets, and monitor	Yes

		<p>a new, or renewal, application for any license, permit, or registration, and may revoke, suspend, cancel, or terminate any license, permit, or registration, if an applicant or licensee has unpaid civil penalties. To support this process, Finance discloses identifying information to the NYC Department of Finance and reciprocally collects identifying information about unpaid civil penalties by licensees, applicants, businesses, and individuals.</p>		<p>spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if necessary, additional funding to sustain current programs whether it's through State and Federal subsidies, intra-city agreements or the City's Office of Management and Budget. Additionally, Finance centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State procurement regulations. Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP's revenue.</p>	
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70	Finance	<p><u>Accounts Receivable and Payable</u> Finance collects and retains all information to fulfill its accounts receivable and accounts payable functions.</p> <p>Finance discloses payment information to other City agencies, as appropriate.</p> <p>Finance also handles certain accounts receivable work for the NYC Department of Health and Mental Hygiene (“DOHMH”), which requires the disclosure of identifying information.</p>	Pre-approved as routine	<p>Finance works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if necessary, additional funding to sustain current programs whether it’s through State and Federal subsidies, intra-city agreements or the City’s Office of Management and Budget. Additionally, Finance centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State procurement regulations. Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks,</p>	Yes
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				oversees petty cash requests, and reconciles all of DCWP's revenue.	
71	Finance	<p><u>Budget</u> As part of the Budget process, Finance shares rosters of employees with the NYC Office of Management and Budget ("OMB") and undertakes analyses that include identifying information.</p>	Pre-approved as routine	<p>Finance works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if necessary, additional funding to sustain current programs whether it's through State and Federal subsidies, intra-city agreements or the City's Office of Management and Budget. Additionally, Finance centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State procurement regulations. Finance also maintains agency bank accounts,</p>	Yes

				issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP's revenue.	
72	Procurement	<p><u>Procurement</u> Finance collects and retains all identifying information necessary to undertake DCWP's contract and non-contract Procurement information, including contact information, in RFP's and other submissions, and registered contracts and other agreements.</p> <p>Finance discloses this identifying information to the other City agencies and arms of City government that participate in the Procurement process, such as MOCS, OMB, the Comptroller, the Law Department, and other agencies that hold</p>	Pre-approved as routine	Finance works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if necessary, additional funding to sustain current programs whether it's through State and Federal subsidies, intra-city agreements or the City's Office of Management and Budget. Additionally, Finance centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State	Yes

		master contracts on which DCWP relies.		procurement regulations. Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP's revenue.	
73	Finance	<p><u>Refund Accounts</u></p> <p>Finance discloses the names and addresses of refund recipients to Chase Bank, the financial institution that processes the refunds.</p>	Pre-approved as routine	Finance works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if necessary, additional funding to sustain current programs whether it's through State and Federal subsidies, intra-city agreements or the City's Office of Management and Budget. Additionally, Finance centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional	Yes

				requests in a timely manner while adhering to City and State procurement regulations. Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP's revenue.	
74	Human Resources and other Personnel Matters	<u>Temporary workers</u> Finance collects and retains the resumes of temporary employees. Finance also collects and retains temporary employees' timesheets and discloses them to the Comptroller.	Pre-approved as routine	Finance works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if necessary, additional funding to sustain current programs whether it's through State and Federal subsidies, intra-city agreements or the City's Office of Management and Budget. Additionally, Finance centrally purchases all goods and services used by	Yes



				the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State procurement regulations. Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP's revenue.	
75	Human Resources and other Personnel Matters	<u>Tobacco Enforcement - Minor Employees</u> Finance collects and retains identifying information about the minors employed by DCWP for tobacco enforcement work. Finance discloses the names and Social Security numbers of these minor employees to DCWP's payroll vendor.	Pre-approved as routine	Finance works with all divisions to assess operational needs, create budgets, and monitor spending and expenses. Finance collaborates with divisions to acquire funding for new initiatives and, if necessary, additional funding to sustain current programs whether it's through State and Federal subsidies, intra-city agreements or the City's Office of Management and Budget.	Yes

				<p>Additionally, Finance centrally purchases all goods and services used by the agency. This entails coordinating and processing divisional requests in a timely manner while adhering to City and State procurement regulations. Finance also maintains agency bank accounts, issues reimbursements, consumer restitutions as well as refund checks, oversees petty cash requests, and reconciles all of DCWP's revenue.</p>	
76	Finance	<p><u>Expeditors</u> When an individual or business authorizes representation by an expeditor, the Revenue Unit will provide the expeditor with the documents that demonstrate the monies owed to the City by that individual or business.</p>	Pre-approved as routine	<p>The Revenue Unit manages the agency's efforts to collect and process payment on fines/fees from businesses that violate the law. The Unit's work is necessary to ensure that businesses and individuals maintain compliance with the laws and rules enforced by DCWP.</p>	Yes

77	Legal Matters or Proceeding	<u>Law Department</u> Revenue refers cases to the Law Department to commence a collections action in state court. In so doing, Revenue provides the Law Department with information regarding the case.	Pre-approved as routine	The Revenue Unit manages the agency's efforts to collect and process payment on fines/fees from businesses that violate the law. The Unit's work is necessary to ensure that businesses and individuals maintain compliance with the laws and rules enforced by DCWP.	Yes
78	Choose an item.		Choose an item.		Choose an item.

*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.

	<i>Type of Entity</i>	<i>Name of Entity</i>
1	Federal Agency	Various Federal Agencies including U.S. Department of Veterans Affairs and the Federal Bureau of Investigation.
2	State Agency	NYS Division of Criminal Justice Services and the NYS Office of Court Administration.
3	City Agency	New York City Council, elected officials and community boards.
4	State Agency	Various State Agencies, including the State Gaming Commission and the Department of Motor Vehicles.
5	City Agency	Various City Agencies, including the Human Resources Administration, Environmental Control Board, Department of Finance, and Department of Transportation.
6	City Agency	Community Boards
7	City Agency	New York City Department of Health and Mental Hygiene
8	Other Private Sector Company	Various insurance companies
9	City Agency	NYC Office of Administrative Trials and Hearings
10	State Agency	Various State Agencies, including the New York State Department of Health and the New York State Department of Agriculture and Markets.
11	City Agency	Various City agencies, including the Department of Finance and the Department of Health and Mental Hygiene.

12	City Agency	Various City and State agencies, including New York Police Department, Fire Department, and Department of Finance.
13	State Agency	NYS Department of Motor Vehicles.
14	Other Private Sector Company	Various contractors
15	City Agency	Various City and State agencies
	State Agency	
16	City Agency	NYC Office of Technology and Innovation and members of the public
17	City Agency	NYC Department of Citywide Administrative Services (DCAS)
18	Media Outlet	Various media outlets, press vendors, City Hall, and sister City agencies.
19	City Agency	Various City agencies.
20	Other	Various social media platforms
21	City Agency	City Hall
22	City Agency	Various City agencies.
23	Other	Various members of the public
24	Other Private Sector Company	Various businesses and members of the public
25	Other Nonprofit	Financial empowerment center vendors
26	Other Private Sector Company	Various businesses and members of the public
27	City Agency	Various City and State agencies.
28	City Agency	City Council and other government agencies
29	City Agency	Various City agencies
30	City Agency	City Hall, various elected officials, and other external parties

31	City Agency	City Hall, various elected officials, and other external parties
32	City Agency	City Council and other government agencies
33	Other	Various members of the public
34	State Agency	NYC Department of Citywide Administrative Services (DCAS), NYC Department of Investigation (DOI) and the NYS Department of Motor Vehicles (DMV).
	City Agency	
35	Other Private Sector Company	Various facilities' contractors.
36	Federal Agency	US Postal Service and Various Messenger services
	Other Private Sector Company	
37	City Agency	City Hall and DCAS
38	City Agency	Various City and State agencies, and healthcare, drug testing vendors.
	State Agency	
	Healthcare Organization	
39	City Agency	Various City agencies, including DCAS.
40	Other Nonprofit	Various unions.
41	City Agency	City Hall and various City agencies.
42	Other	Various members of the public.
43	Other Private Sector Company	Various contracted providers
44	City Agency	Various City agencies.
45	City Agency	Conflicts of Interest Board (COIB)
46	City Agency	Various City Agencies, including the NYC Law Department.
47	City Agency	Various adjudicatory bodies, including OATH

48	City Agency	Various law enforcement agencies, including DOI and the Police Department
49	Other	Various members of the public
50	City Agency	City Council and other government agencies.
51	City Agency	Various City agencies, including OLR and the Law Department
52	City Agency	The Law Department, various City agencies, City Hall, and City Council
53	City Agency	OATH, New York Supreme Court, process server vendors, and various City and State agencies.
	State Agency	
	Other Private Sector Company	
54	State Agency	Various agencies, including NYS Division of Criminal Justice Services and the NYS Office of Court Administration.
55	Other Private Sector Company	JC Decaux
56	City Agency	NYC Law Department
57	Other	Various members of the public
58	Other	Various members of the public
59	Other Nonprofit	Various authorized representatives, often non-profit organizations
60	Financial Institution	KidsRise, and various financial and educational institutions.
	Educational Institution	
	Other Nonprofit	
61	Other	Members of DCWP administered panel of arbitrators
62	City Agency	Office of Administrative Trials and Hearings and various businesses.
	Other Private Sector Company	
63	City Agency	Various City and State agencies, process server vendors, businesses, and members of the public
	State Agency	
	Other Private Sector Company	

	Other	
64	City Agency	Various City Agencies
65	City Agency	NYC Law Department
66	City Agency	City Council and other government agencies
67	City Agency	Various City and State agencies, process server vendors, businesses, and members of the public
	State Agency	
	Other Private Sector Company	
	Other	
68	City Agency	NYC Comptroller and other auditing agencies
	State Agency	
69	City Agency	NYC Department of Finance
70	City Agency	Various City agencies
71	City Agency	NYC Office of Management and Budget ("OMB")
72	City Agency	Various City and State agencies, including MOCS, OMB, the Comptroller, and the Law Department
	State Agency	
73	Financial Institution	Chase Bank
74	City Agency	NYC Comptroller
75	Financial Institution	Payroll Vendor
76	Other Private Sector Company	Various expeditors
77	City Agency	The NYC Law Department



*Please add additional rows, if needed*

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

	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
1	Choose an item.	[free text]	[free text]	[free text]
2	Choose an item.			
3	Choose an item.			
4	Choose an item.			
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24	Choose an item.			
25	Choose an item.			

	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
26	Choose an item.	[free text]	[free text]	[free text]
27	Choose an item.			
28	Choose an item.			
29	Choose an item.			
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53	Choose an item.			

	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
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.			
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77	Choose an item.			
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79	Choose an item.			
80	Choose an item.			
81	Choose an item.			

	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
82	Choose an item.	[free text]	[free text]	[free text]
83	Choose an item.			
84	Choose an item.			
85	Choose an item.			
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99	Choose an item.			
100	Choose an item.			

*Please add additional rows, if needed*