

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

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



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



		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.		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	
3	Client or Customer Service	<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	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	No



				1	
		collects identifying		with that agency. DCWP	
		information.		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	
	Client or Customer	State Agencies	Pre-approved as routine	The Licensing Center is	No
	Service	Licensing discloses		the bedrock of the	
		identifying information		Department of Consumer	
		about license applicants		and Worker Protection's	
4		in certain categories to		("DCWP") public service,	
4		New York State agencies		administering licenses for	
		to satisfy DCWP's		DCWP-regulated	
		obligations under the law		businesses, as well as	
		to ensure that each		issuing all permits on	
		licensee has satisfied all		behalf of the Department	



		licensing requirements. For example, for certain license categories Licensing discloses applicant information to the State Gaming Commission or the Department of Motor Vehicles. In all of these situations, Licensing reciprocally collects identifying information.		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	
5	Client or Customer Service	<u>City Agencies</u> Licensing discloses identifying information about a license applicant to sister City agencies to satisfy its legal obligations to ensure	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



that each licensee has	businesses, as well as
satisfied all licensing	issuing all permits on
requirements. Licensing	behalf of the Department
also discloses identifying	of Health and Mental
information contained in	Hygiene ("DOHMH"),
the license application	pursuant to a contract
package to several sister	with that agency. DCWP
City agencies in multi-	licenses include more
stakeholder license	than 51,000
categories, like	businesses/individuals in
newsstands.	more than 40 industries
	such as locksmiths, debt
During this reporting	collection agencies,
period, Licensing also	parking garages/lots, and
disclosed identifying	tobacco retail dealers.
information to the	DOHMH licenses/permits
Environmental Control	include more than 56,000
Board/OATH to ensure	businesses/individuals in
that license applicants in	50 different categories,
certain categories did not	such as food service
have any outstanding tax	establishment
liens or fines owed to the	(restaurant, bakery,
City.	takeout), mobile food
	vendor, tattoo artist,
Licensing also discloses	horse stable, small animal
information about an	grooming establishment
applicant's child support	and barber
history to the Human	
Resources	
Administration.	



		In all of these situations, Licensing reciprocally collects identifying information from the other agencies.			
6	Client or Customer Service	Community Board In certain categories, as required by the Administrative Code, Licensing shares license applications with the relevant community board. In all these situations, Licensing reciprocally collects identifying information.	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	Basic License ApplicationThe Licensing Divisioncollects and retainsinformation from licenseapplicants through thebasic license application,and various addenda anddocuments submittedwith the basic licenseapplication and othersupplementary forms.This information isnecessary for theLicensing Division toperform its core functionof administering DCWPlicenses.Pursuant to a contractbetween DCWP andDOHMH, the LicensingDivision also administers	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



	Client or Customer Service	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. <u>Insurance Companies</u>	Pre-approved as routine	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 The Licensing Center is the bedrock of the	No
8		In the pedicab license category, applicants submit proof of insurance that Licensing confirms with the insurance companies.		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 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	Enforcement Division OATH 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



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contain identifying	businesses that must
information.	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.



Law Enforcement	State Agencies	Pre-approved as routine		No
	Enforcement discloses	1/h	The Enforcement Division	
	identifying information		collects, retains, and	
	collected during		discloses identifying	
	inspections enforcing		information as part of its	
	State law to relevant		role ensuring compliance	
	State agencies.		with all relevant City of	
	C C		New York Administrative	
	For example, DCWP		Code provisions, the	
	discloses identifying		Rules of the City of New	
	information collected		York, and various State	
	during tobacco		regulations. It routinely	
	inspections to the State		inspects businesses	
	Department of Health		licensed by DCWP as well	
	through the EHIPS		as non-licensed	
10	database and the State		businesses that must	
	Department of Health.		comply with consumer	
			protection laws and	
	Another example is that		weights and measures	
	DCWP discloses		laws. The Division	
	information collected		conducts undercover	
	during inspection of		inspections with minors	
	businesses for		and youth between the	
	compliance with the New		ages of 19 and 20 to	
	York Agriculture and		enforce State and City	
	Markets laws to the New		laws, including regulating	
	York State Department of		the sale of tobacco	
	Agriculture and Markets.		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.	
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



		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.	



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



		T T	1
	Department of	comply with consumer	
Ma	otor Vehicles.	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.	



	Technology	DoTSS	Dre energy of as reuting		No
14	Technology	Contractors 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.	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	Other Divisions 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.	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	Open Data The "Open Data Law" mandates that "public data sets" be made accessible on the Open	Pre-approved as routine	DOTSS is responsible for the successful implementation of	No



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



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



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



		Communications and Marketing Division		DCWP's work to protect and enhance the daily	
21		period, the		translates and promotes	
	Demand	During the reporting	rie-appioved as routine	Marketing Division	163
	Response to a Request or	COVID-19	Pre-approved as routine	Agency communications. The Communications &	Yes
				and accurate branding in	
		account.		access, effective design,	
		users, by archiving the		plain language, language	
		provided by LiveChat		311 content; and ensures	
		identifying information		Businesses); maintains	
		on this account, including		media, and Live Chat for	
		the information provided		presence (website, social	
		collected and maintains		using the Agency's digital	
		Marketing Division		and engages the public	
		The Communications and		the press; creates content	
				protects the Agency in	
		June 2024.		campaigns; promotes and	
		that was retired in late		public awareness	
		service for businesses		integrated, multimedia	
		maintained a LiveChat		develops and executes	
		Marketing Division also		letterhead, videos, etc.);	
		The Communications and		(brochures, reports,	
		archiving the accounts.		public-facing media	
		social media users, by		Division produces DCWP's	
		information provided by		communities. The	
		including identifying		create thriving	
		on these accounts,		Agency's mission to	
		the information provided		further advance the	
		collects and maintains		Yorkers to the public to	
		Marketing Division		economic lives of New	



				I	
		disclosed aggregated		economic lives of New	
		COVID-19 employee		Yorkers to the public to	
		information to reporters.		further advance the	
		As appropriate, the		Agency's mission to	
		Communications and		create thriving	
		Marketing Division also		communities. The	
		disclosed this		Division produces DCWP's	
		information to City Hall,		public-facing media	
		with whom the division		(brochures, reports,	
		coordinates its press and		letterhead, videos, etc.);	
		multimedia		develops and executes	
		presence.		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.	
	Client or Customer	Consumer Services	Pre-approved as routine		No
	Service	Other Agencies		The Consumer Services	
22		In certain cases, with the		Division is the face of	
		consumer's consent, the		DCWP for many	
		Consumer Services		consumers. It may be	



Division will disclose	their first and sometimes
identifying information	only point of contact with
concerning the	the agency. Most often,
consumer's complaint to	these consumers are
another agency.	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



				refers consumers to the correct agency for assistance when the matter at hand is not handled by DCWP	
23	Client or Customer Service	Out-of-town Consumers 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	
	Client or Customer	Complaints and	Pre-approved as routine	The Concurrent Convictor	Yes
	Service	Mediation		The Consumer Services Division is the face of	
		Consumer Services		DCWP for many	
		collects and retains		consumers. It may be	
		identifying information from both consumers		their first and sometimes	
		who submit complaints		only point of contact with	
		and inspection requests		the agency. Most often,	
24		to the division and the		these consumers are	
		complained-about		seeking: (a) assistance	
		businesses. This		with an individual	
		information is recorded		complaint against a	
		in the DCWP complaint		business; and (b)	
		form, the Business		information about a	
		Response form, and the		particular business	
		documentation provided		(whether they are	



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



appointments	only point of contact with
Financial Emp	the agency. Most often,
Centers (FEC).	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



26				refers consumers to the correct agency for assistance when the matter at hand is not handled by DCWP	Vez
26	Client or Customer Service	Judgments 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.	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	Yes



		[]			
				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	
27	Client or Customer	External Affairs (EA)	Pre-approved as routine		No
	Service	Constituent services		External Affairs (EA) is the	
		The External Affairs		intergovernmental	
		Division discloses to		division of the agency and	
		other agencies, as		custodian of DCWP's	
		appropriate, to address		relationship with City	
		constituents' issues,		Hall, elected officials,	
		identifying information		government entities,	
		about constituents facing		community and faith-	
		licensing, consumer		based organizations, and	
		protection, or worker's		stakeholders with broad	
		rights issues received		policy and public affairs	
		from elected officials,		jurisdiction. EA is	
		community boards, and		responsible for these	
		, .		relationships in order to	



		the constituents themselves. EA discloses this information to other agencies, as appropriate, to address constituents' issues.		ensure that the agency speaks with a singular and consistent voice to officials and entities that have touchpoints across DCWP's wide jurisdiction.	
28	Compliance	Public Hearings 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.	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



	Client on Customer	Outropole Events			Ne
29	Client or Customer	Outreach Events	Pre-approved as routine	Extornal Affairs (EA) is the	No
	Service			External Affairs (EA) is the	
		For the purpose of		intergovernmental	
		organizing outreach		division of the agency and	
		events, the External		custodian of DCWP's	
		Affairs Division collects		relationship with City	
		and retains the contact		Hall, elected officials,	
		information of elected		government entities,	
		officials, volunteers,		community and faith-	
		community based		based organizations, and	
		organizations, and event		stakeholders with broad	
		space managers. EA also		policy and public affairs	
		collects and retains		jurisdiction. EA is	
		contact information for		responsible for these	
		partner organizations,		relationships in order to	
		businesses, workers		ensure that the agency	
		(with their consent), and		speaks with a singular	
		other members of the		and consistent voice to	
		general public.		officials and entities that	
		0		have touchpoints across	
		EA will disclose this		DCWP's wide jurisdiction.	
		information to other			
		agencies, as appropriate,			
		to organize events.			
30	Compliance	COVID-19	Pre-approved as routine		Yes
		EA may disclose	2 appressed on control	External Affairs (EA) is the	
		aggregated COVID-19		intergovernmental	
		employee information to		division of the agency and	
		City Hall, elected		custodian of DCWP's	
				relationship with City	



				1	
		officials, and other		Hall, elected officials,	
		external parties.		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	<u>Reports</u>	Pre-approved as routine		Yes
		EA discloses identifying		External Affairs (EA) is the	
		information about		intergovernmental	
		licensees, including in		division of the agency and	
		reports, to City Hall,		custodian of DCWP's	
		elected officials, and		relationship with City	
		other external parties.		Hall, elected officials,	
		Disclosure is made as		government entities,	
		appropriate, including		community and faith-	
		pursuant to laws and		based organizations, and	
		rules requiring such		stakeholders with broad	
		disclosure.		policy and public affairs	
				jurisdiction. EA is	
				responsible for these	
				relationships in order to	
				ensure that the agency	



	Type of Disclosure	Describe the Specific Activity	Classification	speaks with a singular and consistent voice to officials and entities that have touchpoints across DCWP's wide jurisdiction. Describe the agency purpose or mission served by this Disclosure.	Was this disclosure made pursuant to an external request?
32	Compliance	Public Hearings 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.	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	Rulemaking The External Affairs Division manages the	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	
34	Office Administration	General Services Fleet Issues The General Services Division collects and retains copies of the driver's license and employee ID for each potential driver of a DCWP vehicle. General Services discloses the employee number and license	Pre-approved as routine	wide jurisdiction. 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



number of drivers of
DCWP vehicles to
Department of Citywide
Administrative Services
(DCAS) and the
Department of Motor
Vehicles (DMV).
DMV provides the
General Services Division
with abstracts about
each relevant
employee's driving
history, which the
Division retains.
The General Services
Division also collects and
retains identifying
information by logging
vehicle use by DCWP
employees.
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



		necessary, the			
		Department of Investigation (DOI).			
35	Office Administration	Facilities' Contractors The General Services Division collects and retains contact information for the various DCWP facilities' contractors.	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	Mailroom General Services maintains the DCWP mailroom, which includes identifying information on incoming and outgoing mail The mailroom provides mail to the United States Postal Service, UPS, and a messenger service to deliver paychecks to DCWP's non-Manhattan facilities.	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	Human Capital Job Applications 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. The Commissioner's Office collects, retains, and discloses identifying information to City Hall regarding certain management positions.	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, 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. HC is guided by City oversight agencies which	No



38 Human Resources and other Personnel Matters Discipline And Termination Pre-approv 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. Pre-approv 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. Pre-approv	are DCAS (Department of Citywide Administrative Services), OLR (Office of Labor Relations), OPA (Office of Payroll Administration), and Federal and State agenciesed as routineThe 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.
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		If an employee leaves for another City agency, Human Capital will send that employee's file to the new agency. Human Capital will also verify the employment of DCWP employees to future employers.		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	
39	Human Resources and other Personnel Matters	Employee Information Human Capital collects, retains, and discloses employee benefit, payroll, evaluation, reasonable accommodation, and related information. The Human Capital Division does so for purposes of processing new hires, payroll, and employment benefits for personnel in all Divisions of DCWP.	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, performance evaluations, 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	No



40				regulations, policies, and procedures. 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	
40	Human Resources and other Personnel Matters	Union Info Human Capital discloses rosters of DCWP employees to appropriate unions, so that the unions can contact the employees and alert them of upcoming meetings.	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, 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	No



				I	
				agency and citywide	
				personnel rules and	
				regulations, policies, and	
				procedures.	
				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	
41	Human Resources and	COVID-19	Pre-approved as routine	The Human Capital ("HC")	No
	other Personnel Matters	During this reporting		Division serves the	
		period, Human Capital		agency's most valuable	
		collected, retained,		assets, its employees. HC	
		and/or disclosed		staff is committed to	
		identifying information		providing employee	
		related to COVID-19:		services such as	
				recruitment, on-boarding,	
		Human Capital collects		training and staff	
		and retains identifying		development, employee	
		information for the		and labor relations,	
		purpose of making leave		performance evaluations,	
		determinations,		personnel transactions,	
		including for leave		time and leave provisions,	
		requests made pursuant		payroll, employee benefits,	
		to the Families First		special leave requests, and	
		Coronavirus Response		agency-wide special	



Act. Such information	events. HC staff also	
may include employee	provides guidance on	
information,	agency and citywide	
documentation showing	personnel rules and	
a positive COVID-19 test	regulations, policies, and	
result or that the	procedures.	
employee is exhibiting		
COVID-19 symptoms or	HC is guided by City	
the employee has been	oversight agencies which	
exposed to COVID-19 or	are DCAS (Department of	
the employee sought a	Citywide Administrative	
COVID-19 diagnosis, the	Services), OLR (Office of	
name of the employee's	Labor Relations), OPA	
health care provider, the	(Office of Payroll	
name and age of an	Administration), and	
employee's child and the	Federal and State agencies	
name of the child's		
school, place of care, or		
childcare provider.		
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		



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.		
Human Capital		
previously disclosed		
information related to		
COVID-19 to other City		



		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	Office of FinancialEmpowermentFEC Client DisclosuresOFE's financialcounseling and coachinghuman servicescontractors discloseindividuals' financial andbiographical information,including credit reports,to OFE as well as torelatives, caregivers, andother third parties whothose individuals haveauthorized to receivethat information.Third-party serviceproviders, includingproviders of legalservices, to whom such	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	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	Tax PrepOFE contracts withvarious human servicescontractors to providefree tax preparationassistance as part of theNYC Free Tax PrepProgram. Taxpreparation assistance isprovided in person andvirtually.As part of this work,OFE's human servicescontractors collect andretain identifyinginformation fromindividuals seeking freetax preparationassistance and theindividuals' financialinformation necessary tofile their taxes. Collectionand retention are madedirectly or through	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



software programs used	innovative programs and
by contractors to provide	products for all New
their services. Such	Yorkers.
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	
Bruncer for manualis	



WORKSHEET 2 - DISCLOSURES

who received tax	
preparation assistance.	
Certain contractors use	
subcontractors to	
administer their	
appointment system	
(e.g., Appointment Plus).	
Such subcontractors	
retain and collect	
individuals' biographical	
and contact information.	
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	



DCWP, the Office of No al Empowerment focuses on
es that support rkers and nities with low s in building wealth proving their I health. OFE is the al government e in the country e mission to e, empower, and New Yorkers and prhoods with low s so they can build nd make the most financial resources. es data and h, policy, ships, and ngs to advance its . Using this model, ble to develop, nd advocate for ive programs and



		individuals' consent, so OFE can provide those individuals with information about OFE's financial counseling and Free Tax Prep services.		products for all New Yorkers.	
45	Compliance	General CounselConflicts of InterestBoard (COIB)GC's DisciplinaryAdvocate Officer isresponsible formonitoring DCWP'scompliance with theconflict-of-interest rules.As part of this work, GCcollects and retainsemployee informationrelated to conflicts ofinterest and discloses itto the COIB. The GeneralCounsel Division alsomakes standard donationand fundraisingdisclosures to the COIB.	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



46	Procurement	Contracts	Pre-approved as routine	The General Counsel	Yes
70		GC provides legal review		Division oversees the	
		of DCWP's contracts. To		agency's legal work,	
		the extent the contracts		investigating violations of	
		contain identifying		Title 20 of the NYC	
		information, GC collects		Administrative Code,	
		and retains the		Chapter 6 of the Rules of	
		information and		the City of New York and	
		discloses it to sister City		other laws and rules within	
		agencies, such as the		DCWP's jurisdictional	
		Law Department.		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	
47	Human Resources and	Disciplinary Advocate	Pre-approved as routine	The General Counsel	Yes
	other Personnel Matters	Officer (DAO)		Division oversees the	
		Investigations		agency's legal work,	
		GC contains DCWP's		investigating violations of	
		Disciplinary Advocate		Title 20 of the NYC	
		Officer. The DAO		Administrative Code,	
		investigates and, as		Chapter 6 of the Rules of	



T		an an an an takan da sharara			
		appropriate, brings		the City of New York and	
		charges against DCWP		other laws and rules within	
		employees, both		DCWP's jurisdictional	
		internally and at various		authority. The Division	
		disciplinary adjudicatory		also, among other things,	
		bodies.		undertakes legal review of	
				contracts, proposed rules	
		As part of this work, GC		and legislation, licensing	
		collects, retains, and		and enforcement	
		discloses employee		documents, and external	
		identifying information		communications. The	
		during the investigation		General Counsel Division	
		and adjudication		also contains DCWP's	
		process.		Disciplinary Advocate	
				Officer ("DAO") and	
				Freedom of Information	
				Law Officer ("FOIL") Officer	
48	Law Enforcement	Department of	Pre-approved as routine	The General Counsel	Yes
		Investigation (DOI)		Division oversees the	
		The General Counsel		agency's legal work,	
		Division discloses		investigating violations of	
		identifying information in		Title 20 of the NYC	
		its agency records, upon		Administrative Code,	
		request, to law		Chapter 6 of the Rules of	
		enforcement agencies		the City of New York and	
		such as DOI and the		other laws and rules within	
		Police Department (PD).		DCWP's jurisdictional	
				authority. The Division	
		The DAO also sends DOI		also, among other things,	
		monthly reports and a		undertakes legal review of	
		yearly corruption report.		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	
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



50	Compliance	Testimony at Hearings GC participates in hearings convened by the City Council and other government agencies. Testimony provided by DCWP witnesses and other witnesses sometimes	Pre-approved as routine	Officer ("DAO") and Freedom of Information Law Officer ("FOIL") Officer 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	Yes
		information.		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	
51	Legal Matters or Proceeding	Labor and Employment (L&E) 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



		related actions before administrative bodies. As part of this work, GC collects, retains, and discloses employee information during the investigation and adjudication process.		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	
		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.		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	
52	Legal Matters or Proceeding	Law Department In performing its work, GC routinely seeks counsel from the Law Department, which requires the disclosure of identifying information. Reciprocally, the Law Department seeks 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	No



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



	and commonoos	decuments and external	
	and commences	documents, and external	
	enforcement actions at	communications. The	
	OATH and in New York	General Counsel Division	
	Supreme Court.	also contains DCWP's	
		Disciplinary Advocate	
	As part of this work, GC	Officer ("DAO") and	
	collects, retains, and	Freedom of Information	
	discloses identifying	Law Officer ("FOIL") Officer	
	information from		
	consumers, businesses,		
	other individuals, and		
	other agencies during		
t	the investigation and		
a	adjudication process. In		
	particular, GC discloses		
i	identifying information		
t	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.		



		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	Licensing Counsel	Pre-approved as routine	The General Counsel	No
	Service	GC assists DCWP's		Division oversees the	
		Licensing Division by		agency's legal work,	
		assessing whether new		investigating violations of	
		and renewal license		Title 20 of the NYC	
		applicants satisfy the		Administrative Code,	
		requirements of New		Chapter 6 of the Rules of	
		York City's laws and rules		the City of New York and	
		and are fit to hold a		other laws and rules within	
		license.		DCWP's jurisdictional	
				authority. The Division	
		As part of this work, GC		also, among other things,	
		collects, retains, and		undertakes legal review of	
		discloses identifying		contracts, proposed rules	
		information necessary to		and legislation, licensing	
		undertake this licensing		and enforcement	
		assessment.		documents, and external	
				communications. The	
				General Counsel Division	
				also contains DCWP's	
				Disciplinary Advocate	



				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



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		made during the		Title 20 of the NYC	
		rulemaking process. To		Administrative Code,	
		the extent comments		Chapter 6 of the Rules of	
		provided in response to		the City of New York and	
		proposed rules contain		other laws and rules within	
		identifying information,		DCWP's jurisdictional	
		GC collects and retains		authority. The Division	
		such information and		also, among other things,	
		discloses that		undertakes legal review of	
		information, as		contracts, proposed rules	
		necessary, to the Law		and legislation, licensing	
		Department.		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	State Law and Trials	Pre-approved as routine	The General Counsel	No
	Proceeding	Division Decisions		Division oversees the	
		GC provides DCWP's final		agency's legal work,	
		determinations for		investigating violations of	
		certain State law charges		Title 20 of the NYC	
		within its enforcement		Administrative Code,	
		jurisdiction. GC collects,		Chapter 6 of the Rules of	
		retains, and discloses		the City of New York and	
		identifying information		other laws and rules within	
				DCWP's jurisdictional	



		an mont of the last the sec		and and the Third Division	1
		as part of issuing those		authority. The Division	
		determinations.		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	Subpoena Requests	Pre-approved as routine	The General Counsel	Yes
	Proceeding	GC responds to		Division oversees the	
		subpoena requests on		agency's legal work,	
		behalf of DCWP and, in		investigating violations of	
		so doing, discloses		Title 20 of the NYC	
		identifying information,		Administrative Code,	
		in compliance with the		Chapter 6 of the Rules of	
		law.		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.	
59	Client or Customer Service	U-VisaDCWP's Designated U-Visa Representativeassesses U-VisaCertification applicationssubmitted to DCWP byundocumentedimmigrants. As part ofthat assessment, theDesignated U-VisaRepresentative collectsand retains identifyinginformation regardingthe immigrant and theinformation he or shepossesses regardingpotential qualifyingcriminal activity.To the extent anundocumentedimmigrant's	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	KidsRise 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	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	Office of Labor and	Pre-approved as routine	DCWP's Office of Labor	Yes
	Proceeding	Policy Standards (OLPS)		Policy & Standards	
		Just Cause Arbitration		("OLPS") is NYC's central	
		Pursuant to § 20-1273 of		resource for workers. The	
		the NYC Admin Code,		Office is a dedicated	
		fast food workers can		voice in City government	
		request to resolve their		for workers in NYC,	
		complaints through		protecting and promoting	
		binding arbitration by a		labor standards and	
		DCWP administered		policies that create fair	
		panel of arbitrators. As		workplaces to ensure all	
		part of this program,		workers can realize their	
		OLPS, with the workers'		rights, regardless of	
		consent, shares workers'		immigration status. OLPS is	
		names, phone numbers,		required, pursuant to the	
		email addresses, and		NYC Charter and	
		employer names with		Administrative Code, to	
		employers and		collect and analyze	
		arbitrators prior to		available federal, state,	
		arbitration. OLPS also		and local data on the city's	
		shares, with the		workforce; facilitate the	
		employers' consent, the		exchange and	
		employers' information.		dissemination of	
		Where needed to secure		information in consultation	
		interpretation services,		with city agencies, federal	
		OLPS may also share with		and state officials,	
		arbitrators information		businesses, employees,	
		about the languages		independent contractors,	



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



		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	
63	Legal Matters or Proceeding	Investigations and Adjudications 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	preferred language. 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



enforcement actions at	immigration status. OLPS is
OATH. This work is	required, pursuant to the
essential to DCWP's	NYC Charter and
mission of protecting and	Administrative Code, to
enhancing the daily	collect and analyze
economic lives of New	available federal, state,
Yorkers.	and local data on the city's
TOTKETS.	
	workforce; facilitate the
As part of this work,	exchange and
OLPS collects, retains,	dissemination of
and discloses identifying	information in consultation
information from	with city agencies, federal
workers, businesses,	and state officials,
other individuals, and	businesses, employees,
sister agencies during the	independent contractors,
investigation and	and nonprofit
adjudication process. In	organizations working in
particular, OLPS discloses	the field of worker
identifying information	education, safety, and
to OATH (which	protection; and promote
maintains filings that are	research covering the
publicly available and	demographics of workers,
conducts proceedings	including, at a minimum,
open to the public) when	age, gender, ethnicity, and
prosecuting violations, to	preferred language.
employers when	
disclosure is necessary	
for resolution of the	
investigation, and to	
process servers to serve	



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		subpoenas and other			
		papers.			
		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.			
64	Client or Customer	<u>Outreach</u>	Pre-approved as routine	DCWP's Office of Labor	No
	Service	For the purpose of		Policy & Standards	
		helping to organize		("OLPS") is NYC's central	
		Workers' Rights		resource for workers. The	
		Hearings, convenings,		Office is a dedicated	
		employer education		voice in City government	
		events, and other		for workers in NYC,	
		outreach events, OLPS		protecting and promoting	
		collects and retains		labor standards and	
		contact information for		policies that create fair	
		partner organizations;		workplaces to ensure all	
		businesses; with their		workers can realize their	
		consent, workers; and		rights, regardless of	
		other members of the		immigration status. OLPS is	
		general public.		required, pursuant to the	
				NYC Charter and	
		OLPS will disclose this		Administrative Code, to	
		information to sister		collect and analyze	
				available federal, state,	



		agencies as appropriate		and local data on the city's	
		to organize events.		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	Rulemaking	Pre-approved as routine	DCWP's Office of Labor	No
	Proceeding	OLPS undertakes legal		Policy & Standards	
		review of proposed rules		("OLPS") is NYC's central	
		and public comments		resource for workers. The	
		made during the		Office is a dedicated	
		rulemaking process. To		voice in City government	
		the extent comments		for workers in NYC,	
		provided in response to		protecting and promoting	
		proposed rules contain		labor standards and	
		identifying information,		policies that create fair	
		OLPS collects and retains		workplaces to ensure all	
		such information and		workers can realize their	



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		discloses that		rights, regardless of	
		information, as		immigration status. OLPS is	
		necessary, to the Law		required, pursuant to the	
		Department.		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	Testimony	Pre-approved as routine	DCWP's Office of Labor	Yes
		OLPS participates at		Policy & Standards	
		hearings convened by		("OLPS") is NYC's central	
		City Council and other		resource for workers. The	
		government agencies.		Office is a dedicated	



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	estimony provided by	voice in City government	
D	CWP witnesses and	for workers in NYC,	
ot	ther witnesses	protecting and promoting	
sc	ometimes contains	labor standards and	
id	entifying information.	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,	



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



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



69	Finance	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.	Pre-approved as routine	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. Finance works with all	Yes
		47) Pursuant to Local Law 47		divisions to assess operational needs, create	
		of 2016, DCWP may deny		budgets, and monitor	



a new, or renewal	sp	pending and expenses.
application for any		nance collaborates with
license, permit, or	di	visions to acquire
registration, and n	nay fu	inding for new initiatives
revoke, suspend, o	ancel, ar	nd, if necessary,
or terminate any l	cense, ac	dditional funding to
permit, or registra	tion, if su	istain current programs
an applicant or lice	ensee wi	hether it's through State
has unpaid civil	ar	nd Federal subsidies,
penalties. To supp	ort this in	tra-city agreements or
process, Finance		e City's Office of
discloses identifyi	-	lanagement and Budget.
information to the	NYC Ac	dditionally, Finance
Department of Fin		entrally purchases all
and reciprocally co		pods and services used by
identifying inform		e agency. This entails
about unpaid civil		pordinating and
penalties by licens	-	rocessing divisional
applicants, busine		equests in a timely
and individuals.		anner while adhering to
		ty and State
		rocurement regulations.
		nance also maintains
		gency bank accounts,
	iss	sues reimbursements,
		onsumer restitutions as
	w	ell as refund checks,
		versees petty cash
		equests, and reconciles all
	of	DCWP's revenue.



70	Finance	Accounts Receivable and	Pre-approved as routine	Finance works with all	Yes
		Payable_		divisions to assess	
		Finance collects and		operational needs, create	
		retains all information to		budgets, and monitor	
		fulfill its accounts		spending and expenses.	
		receivable and accounts		Finance collaborates with	
		payable functions.		divisions to acquire	
				funding for new initiatives	
		Finance discloses		and, if necessary,	
		payment information to		additional funding to	
		other City agencies, as		sustain current programs	
		appropriate.		whether it's through State	
				and Federal subsidies,	
		Finance also handles		intra-city agreements or	
		certain accounts		the City's Office of	
		receivable work for the		Management and Budget.	
		NYC Department of		Additionally, Finance	
		Health and Mental		centrally purchases all	
		Hygiene ("DOHMH"),		goods and services used by	
		which requires the		the agency. This entails	
		disclosure of identifying		coordinating and	
		information.		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.	
71	Finance	<u>Budget</u>	Pre-approved as routine	Finance works with all	Yes
		As part of the Budget		divisions to assess	
		process, Finance shares		operational needs, create	
		rosters of employees		budgets, and monitor	
		with the NYC Office of		spending and expenses.	
		Management and Budget		Finance collaborates with	
		("OMB") and undertakes		divisions to acquire	
		analyses that include		funding for new initiatives	
		identifying information.		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.	
72	Procurement	Procurement	Pre-approved as routine	Finance works with all	Yes
		Finance collects and		divisions to assess	
		retains all identifying		operational needs, create	
		information necessary to		budgets, and monitor	
		undertake DCWP's		spending and expenses.	
		contract and non-		Finance collaborates with	
		contract Procurement		divisions to acquire	
		information, including		funding for new initiatives	
		contact information, in		and, if necessary,	
		RFP's and other		additional funding to	
		submissions, and		sustain current programs	
		registered contracts and		whether it's through State	
		other agreements.		and Federal subsidies,	
				intra-city agreements or	
		Finance discloses this		the City's Office of	
		identifying information		Management and Budget.	
		to the other City		Additionally, Finance	
		agencies and arms of City		centrally purchases all	
		government that		goods and services used by	
		participate in the		the agency. This entails	
		Procurement process,		coordinating and	
		such as MOCS, OMB, the		processing divisional	
		Comptroller, the Law		requests in a timely	
		Department, and other		manner while adhering to	
		agencies that hold		City and State	



					,1
		master contracts on		procurement regulations.	
		which DCWP relies.		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	Refund Accounts	Pre-approved as routine	Finance works with all	Yes
				divisions to assess	
		Finance discloses the		operational needs, create	
		names and addresses of		budgets, and monitor	
		refund recipients to		spending and expenses.	
		Chase Bank, the financial		Finance collaborates with	
		institution that processes		divisions to acquire	
		the refunds.		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	



74	Human Resources and other Personnel Matters	Temporary workers 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	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. 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	Yes
				Additionally, Finance centrally purchases all goods and services used by	



75	Human Resources and other Personnel Matters	Tobacco Enforcement - Minor Employees 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	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. 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
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				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.	
76	Finance	Expediters When an individual or business authorizes representation by an expediter, the Revenue Unit will provide the expediter with the documents that demonstrate the monies owed to the City by that individual or business.	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



77	Legal Matters or Proceeding	Law Department 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 <u>type</u> of entity **and** provide the <u>name</u> of the entity that received the identifying information.

	Type of Entity	Name of Entity
1	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 State Agency	Various City and State agencies
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
	City Agency	Department of Investigation (DOI) and the NYS Department of Motor Vehicles (DMV).
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
	State Agency	vendors.
	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
	State Agency	various City and State agencies.
	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
	Other Private Sector Company	businesses.
63	City Agency	Various City and State agencies, process server vendors,
	State Agency	businesses, and members of the public
	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,	
	State Agency	businesses, and members of the public	
	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	
	State Agency	Comptroller, and the Law Department	
73	Financial Institution	Chase Bank	
74	City Agency	NYC Comptroller	
75	Financial Institution	Payroll Vendor	
76	Other Private Sector Company	Various expediters	
77	City Agency	The NYC Law Department	



WORKSHEET 2 - DISCLOSURES

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.

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



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



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

Please add additional rows, if needed