

## **FORM # 3**

### ***Agency Report Template***

(Revised April 2020)

#### **INSTRUCTIONS**

The Identifying Information Law requires City agencies to submit comprehensive biennial reports related to their collection, disclosure, and retention of identifying information and their privacy protection practices. Agencies should review their 2018 reports, and begin collecting any updated information as soon as possible. The agency's updated and completed Inventory Form (Form #1), together with the Routine Designation Forms (Form #2) and Forms for the Agency Privacy Officer Approval of Collections and Disclosures on a Case-by-Case Basis (Form #5), should contain a significant amount of the information necessary to complete the report. While the Law does not specify who must complete the report, the APO is best positioned to do so, with final review and approval before submission by either the agency's General Counsel, or other counsel to the agency.

Agencies should review their 2018 versions of Form #3: Agency Report Template, and using this information and any updates to this report since 2018, complete a new Form #3 for 2020. This Form must be submitted to the CPO at [PrivacyOfficer@cityhall.nyc.gov](mailto:PrivacyOfficer@cityhall.nyc.gov). The report must also be submitted to the Mayor, at [MOReports@cityhall.nyc.gov](mailto:MOReports@cityhall.nyc.gov), City Council Speaker, at [reports@council.nyc.gov](mailto:reports@council.nyc.gov) and the Citywide Privacy Protection Committee, at [NYCPrivacyCommittee@cityhall.nyc.gov](mailto:NYCPrivacyCommittee@cityhall.nyc.gov). Additionally, per N.Y.C. Charter §1133(a), agencies must submit their report to the City's Department of Records and Information Services online submissions portal at <https://a860-gpp.nyc.gov> within ten days of submission to the CPO, the Mayor, the City Council Speaker, and the Citywide Privacy Protection Committee. **Agency reports must be signed by the agency head or designee prior to submission.**

**NOTE: For questions requesting information about existing agency policies relating to the disclosure of identifying information, agencies should describe their specific agency policies, and may also reference the Model Citywide Protocol for Handling Third Party Requests for Information Held by City Agencies, issued as City policy in April 2017, and the Identifying Information Law Rider.**

#### **IMPORTANT NOTE**

**THE INFORMATION CONTAINED IN THE AGENCY REPORT WILL BE PUBLIC INFORMATION. PREPARERS OF THIS REPORT SHOULD CONSULT WITH THEIR AGENCY'S GENERAL COUNSEL OR THE CHIEF PRIVACY OFFICER REGARDING ANY QUESTIONS AS TO WHETHER THE AGENCY'S RESPONSES TO QUESTIONS IN THE REPORT ARE PROVIDED IN ACCORDANCE WITH APPLICABLE LAW AND CITY POLICY.**

**THESE INSTRUCTIONS AND VERSION CONTROL INFORMATION  
ON THE FOLLOWING PAGE SHOULD BE DETACHED  
FROM THE REPORT BEFORE SUBMISSION**

## VERSION CONTROL

Version	Description of Change	Approver	Date
2.0	Updated completion date; miscellaneous clarifying revisions.	Laura Negrón Chief Privacy Officer, City of New York	April 2020
1.0	First Version	Laura Negrón Chief Privacy Officer, City of New York	April 2018

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# AGENCY REPORT

(due on or before July 31, 2020)

<b>Agency:</b>	NEW YORK CITY DEPARTMENT OF TRANSPORTATION		
<b>Agency Privacy Officer:</b>	TAMARA MURRAY		
<b>Email:</b>	TMURRAY2@DOT.NYC.GOV	<b>Telephone:</b>	(212) 839-9834
<b>Date of Report:</b>	JULY 28, 2020		

<b>1. Specify the type of identifying information collected or disclosed (check all that apply):</b>	
<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Social security number (full or last 4 digits)*	<b><u>Work-Related Information</u></b> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<b><u>Biometric Information</u></b> <input checked="" type="checkbox"/> Fingerprints <input checked="" type="checkbox"/> Photographs	<b><u>Government Program Information</u></b> <input checked="" type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input checked="" type="checkbox"/> Any scheduled court appearances <input type="checkbox"/> Eligibility for or receipt of public assistance or City services <input checked="" type="checkbox"/> Income tax information <input checked="" type="checkbox"/> Motor vehicle information
<b><u>Contact Information</u></b> <input checked="" type="checkbox"/> Current and/or previous home addresses <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<b><u>Law Enforcement Information</u></b> <input checked="" type="checkbox"/> Arrest record or criminal conviction <input checked="" type="checkbox"/> Date and/or time of release from custody of ACS, DOC, or NYPD <input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<b><u>Demographic Information</u></b> <input checked="" type="checkbox"/> Country of origin <input checked="" type="checkbox"/> Date of birth* <input checked="" type="checkbox"/> Gender identity <input checked="" type="checkbox"/> Languages spoken <input checked="" type="checkbox"/> Marital or partnership status <input checked="" type="checkbox"/> Nationality <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Religion <input checked="" type="checkbox"/> Sexual orientation	<b><u>Technology-Related Information</u></b> <input type="checkbox"/> Device identifier including media access control MAC address or Internet mobile equipment identity (IMEI)* <input type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual* <input type="checkbox"/> Internet protocol (IP) address* <input checked="" type="checkbox"/> Social media account information
<b><u>Status Information</u></b> <input checked="" type="checkbox"/> Citizenship or immigration status <input checked="" type="checkbox"/> Employment status <input checked="" type="checkbox"/> Status as victim of domestic violence or sexual assault <input checked="" type="checkbox"/> Status as crime victim or witness	
<b><u>Other Types of Identifying Information</u></b> (list below):	
*Type of identifying information designated by the CPO (see CPO Policies & Protocols § 3.1.1).	

<b>2. Specify the reasons why collection and retention of identifying information specified above furthers the purpose or mission of your agency.</b>
<p>The Department of Transportation performs its mission as set forth in NY City Charter Sections 14 and 71 and New York Administrative Code Title 19. The collection, retention and disclosure of identifying information furthers the Agency's mission in the normal course of business. The Agency performs work to achieve the goals of equitable service delivery by:</p> <ul style="list-style-type: none"> <li>Providing safe, efficient, and environmentally responsible movement of pedestrians, goods, and vehicular traffic on the streets, highways, bridges, and waterways of the City's transportation network;</li> <li>Improving traffic mobility and reducing congestion throughout the City;</li> <li>Rehabilitating and maintaining the City's infrastructure, including bridges, tunnels, streets, sidewalks, and highways;</li> <li>Encouraging the use of mass transit and sustainable modes of transportation; and</li> </ul>

- Conducting traffic safety educational program

The units specified in response to question #3 below, have been identified as of the filing of this report. The Agency APO will continue to assess the Agency's procedures and assign /update designations on an ongoing basis.

N.Y.C. Admin. Code §23-1205(a)(1)(f)

**3. Describe the types of collections and disclosures classified as: (1) pre-approved as “routine,” (2) pre-approved as routine by APOs of two or more agencies, or (3) approved by the APO on a case-by-case basis. Appendix B of the 2020 Agency Guidance includes detailed examples of routine and non-routine collections and disclosures, with descriptions.**

**Add additional rows as needed.**

<b>Describe the Collection or Disclosure</b>	<b>Classification Type</b>
<b>Agency Chief Contracting Officer (ACCO)</b> The ACCO collects retains and discloses information related to the oversight of all Agency procurement efforts, managing procurements that require contracts and for the solicitation and selection of vendors, change orders, time extensions, dispute determinations, and contractual compliance with labor law, local, federal and state procurement requirements.	<input checked="" type="checkbox"/> Pre-approved as routine <input checked="" type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Advocate</b> The Advocate’s Office collects, retains and discloses various personnel related information and records in the performance of core duties of the unit, to investigate and prosecute complaints of employee misconduct.	<input checked="" type="checkbox"/> Pre-approved as routine <input checked="" type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Bikes in Buildings</b> The Bikes in Buildings program collects, retains and discloses limited information received from program applicants in the performance of the core function of the program, to implement the Bicycle Access to Office Buildings Law. The program allows tenants of office buildings to request bicycle access for their employees.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Bridges – Truck Permits</b> The Truck Permit Unit collects and retains the information submitted by permittees in the performance of its core function of issuing Annual Overweight Truck Permits, Daily Over-dimensional Truck Permits, and Special Hauling Crane Permits for transit of said vehicles within the five boroughs of New York City.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Camera (Automated Enforcement) Unit</b> The Automated Enforcement Unit in conjunction with their contractor, collects, retains and discloses information necessary to issue notices of liability to motorists who proceed into the crosswalk while the signal is red, operate their vehicles in lanes designated “bus lane only” or speed within designated zones.	<input checked="" type="checkbox"/> Pre-approved as routine <input checked="" type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Commissioner’s Correspondence Unit</b> The Commissioner’s Correspondence Unit collects, retains and discloses information necessary to manage all aspects of customer communications and feedback to address concerns, queries, requests, complaints and suggestions from the public.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Concessions &amp; Franchises</b> The Franchises and Concessions Unit collects, retains and discloses, information received from the public in their applications for concessions and/or franchises in the performance of core functions of the unit of allowing the public to do business with the city and providing more safe and efficient spaces in the city for citizens to use.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Equal Employment Opportunity, Diversity and Inclusion (EDI)</b> The EDI Office collects and retains various personnel related information and records in the performance of core equal employment and diversity functions including conducting investigations.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis

<b>Ferries</b> The Ferries Division collects, retains and discloses identifying information necessary to operate the Staten Island Ferry and oversee private Ferries additionally it submits necessary information required for New York State Department of Criminal Justice Peace Officer Certification.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Fleet</b> The Fleet Services Division collects and retains employee related information in the performance of core administrative and fleet functions of assuring the safe working condition of the Agency's motor vehicles and equipment, vehicle specification preparation, preparing new vehicles for introduction into the fleet, managing the "Car Share" program, administering fuel cards, coordinating traffic and parking violations, overseeing rental activity, and developing and implementing strategies for equipment maintenance and responsible repair practices.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Highway Inspection Quality Assurance (HIQA)</b> The HIQA Unit collects, retains and discloses information necessary to inspect and issue summonses for defacement cases, where individual property owners are named as respondents.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Human Resources (Department of Occupational Safety and Health)</b> The DOSH Unit collects, retains and discloses information necessary in performing core duties of ensuring that the workplace conforms to applicable standards and that employees use safe tools, equipment, and protective gear and in managing the Agency's compliance with federal state and local occupation safety and health laws.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Human Resources (Drug &amp; Alcohol Testing Unit)</b> The Drug and Alcohol Testing Unit collects, retains and discloses information required for compliance with various federal employee drug and alcohol testing regulations and the enforcement of contractual testing for some civil service titles.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Human Resources (Facilities and Security Management)</b> The Facilities and Security Management Unit collects, retains and discloses information necessary to support the Agency's real estate portfolio including environmental and other code compliance in addition to monitoring security such as theft vandalism or other crimes on Agency property.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Human Resources (Labor Relations)</b> The Office of Labor Relations collects retains and discloses information required to perform its core functions of enforcing labor agreements, guaranteeing rights of employees to union activities and interfacing between management and the Mayor's Office of Labor Relations.	<input checked="" type="checkbox"/> Pre-approved as routine <input checked="" type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Human Resources (Payroll and Personnel)</b> The Payroll and Personnel Units collect, retain and disclose, various payroll and personnel-related information and records in the performance of core administrative and human resource functions.	<input checked="" type="checkbox"/> Pre-approved as routine <input checked="" type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Human Resources (Training and Development)</b> The Training and Development Unit collects, retains and discloses information required for licensing and certification of staff including for FDNY compliance for employees who use equipment with components or fuel that fall under the NYC fire code or employees who are	<input checked="" type="checkbox"/> Pre-approved as routine

#### Identifying Information Law

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required to oversee or sign-off on inspections or equipment that falls under the jurisdiction of the FDNY.	<input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>IT and Telecom</b> The IT&T Division collects, retains and discloses information in the performance of IT related functions including but not limited to hosting, database administration and management, helpdesk, asset management and cyber security.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Language Access</b> The Language Access Unit collects and retains limited NYC customer information during the performance of the core function of providing language accessibility to members of the public who speak various languages so that they may be better able to understand the information DOT provides , and take advantage of opportunities and innovations DOT provides.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Legal Affairs</b> The Legal Affairs Division collects, retains and discloses identifying information necessary in performing its core mission as Counsel for the Agency, performing transactional, contract, and regulatory compliance, litigation, litigation support, FOIL, records management and other legal functions.	<input checked="" type="checkbox"/> Pre-approved as routine <input checked="" type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Parking Administration Modelling &amp; Data Analysis</b> The Parking Administration Unit collects and retains data received from the TLC in order to perform its core function of identifying and implementing state-of-the-art analytical techniques focusing on the assessment of roadway network operations. These techniques are used to further regional planning, short and long term planning strategies, maintenance and protection of traffic plans, geometric and operational roadway alterations.	<input checked="" type="checkbox"/> Pre-approved as routine <input checked="" type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Permit Management Office</b> The Permit Management Office collects and retains identifying information provided by permittees in furtherance of its core mission of reviewing and approving applications for construction on city roadways and sidewalks.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Parking Permit Unit</b> The Parking Permit Unit collects, retains and discloses information needed to provide applicants with parking permits in furtherance of its core mission of providing parking permits for persons with disabilities, special uses and for city and various other vehicles.	<input checked="" type="checkbox"/> Pre-approved as routine <input checked="" type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Public Spaces</b> The Public Spaces Unit collects and retains identifying information in order to perform its core mission of transforming underused streets into vibrant, social public spaces during certain months of every year by way of its Street Furniture Program which allows citizens to partner with DOT.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Recoupment</b> The Recoupment Unit collects, retains and discloses information necessary to recover expenses paid for damage to Agency property by members of the public.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis



<b>Research and Implementation and Safety ( RIS)</b> The RIS Unit collects, retains and discloses records that contain identifying information for research needed to inform policies and procedures regarding safety.	<input checked="" type="checkbox"/> Pre-approved as routine <input checked="" type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Revocable Consents</b> The Revocable Consents Unit collects, retains and discloses various information received by the public in their applications for revocable consents in the performance of core functions of the unit to grant the right to construct and maintain certain structures over and under city streets and sidewalks.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Sidewalks Unit</b> The Sidewalks Unit collects, retains and discloses information on property owners in the performance of the unit's core mission of making sidewalks safe and accessible, by among other function, inspecting sidewalks and issuing violations to property owners.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Strategic Communications Unit (including Social Media)</b> The Strategic Communication Unit collects, retains and shares identifying information submitted by the public as a core function of its mission of informing the public via social media and other avenues of communication, of initiatives and programs that affect residents and visitors.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
<b>Agencywide</b> All DOT Divisions collect, retain and share identifying information routed from submissions by the public to DoITT's 311 or via other communication to the Agency that may contain identifying information. This process is part of the Agency's core mission of promptly responding to safety concerns as well as investigating, inspecting and repairing defective conditions.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis

<b>4. If applicable, specify the types of collections and disclosures that have been approved by the Chief Privacy Officer as being "in the best interests of the City" which involve any collections and disclosures of identifying information relating to your agency.</b>  Add additional rows as needed.
<b>Describe Type of Collection or Disclosure</b>
n/a
N.Y.C. Admin. Code §23-1202(b)(2)(b); 23-1205(a)(1)(b)

<b>5. Describe the agency's current policies regarding requests for disclosures from other City agencies, local public authorities or local public benefit corporations, and third parties.</b>
The current policies are of cooperation and collaboration with other Mayoral Agencies. Pre-approved access to data and databases is given by IT and Telecom and the unit heads to other Agency users as required, in order to execute routine functions in furtherance of our Agency's and the City's mission. Users of Agency databases are afforded the most restricted access necessary for them to perform required tasks. MOUs, contract clauses and data sharing agreements include appropriate language constraining the parties to use data only as required and agreed upon. Requests for Agency records (including records containing identifying information) are routed to the FOIL UNIT  Agency staff route requests for pre-approval to the APO. The APO consults with the CPO and her staff and provides appropriate guidance to agency staff.

<b>6. Do the above policies address access to or use of identifying information by employees, contractors, and subcontractors?</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>7. If YES, do such policies specify that access to such information must be necessary for the performance of their duties?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>8. Describe whether the policies are implemented in a manner that minimizes such access to the greatest extent possible while furthering the purpose or mission of the agency.</b>	DOT staff contact Agency attorneys in the appropriate Legal Affairs Units for advice when presented with requests for records outside the scope of the unit's regular work flow. Attorneys for contractors also contact our attorneys if they require a release from a contract confidentiality clause.	
N.Y.C. Admin. Code §§23-1205(a)(1)(c)(1), and (4)		

<b>9. Describe the agency's current policies for handling proposals for disclosures of identifying information to other City agencies, local public authorities or local public benefit corporations, and third parties.</b>
DOT utilizes MOUs and data use agreements with other agencies regarding what can be disclosed, who has access, and how information can be used. Non-routine requests are routed through the FOIL Unit.
N.Y.C. Admin. Code §23-1205(a)(1)(c)(2)

<b>10. Describe the agency's current policies regarding the classification of disclosures as necessitated by the existence of exigent circumstances or as routine.</b>
Existing Agency disclosures have been classified as "routine" following a review of the current procedures using the guidance received by the agencies from the CPO.
N.Y.C. Admin. Code §23-1205(a)(1)(c)(3)

<b>11. Describe the agency's current policies regarding which divisions and categories of employees within an agency make disclosures of identifying information following the approval of the privacy officer.</b>
Staff assigned to specific units that need to routinely disclose identifying information in performing the functions of their mission, disclose unit specific or topic specific identifying information that they are trained and authorized to disclose.
N.Y.C. Admin. Code §23-1205(a)(1)(c)(4)

<b>12. Describe whether the agency has considered or implemented, where applicable, any alternative policies that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the purpose or mission of such agency.</b>
Please see memo to Executive staff from our COO, General Counsel and Deputy Counsel dated December 18, 2017 "Reminder to Secure Records Containing Personally Identifiable Information (PII)"
N.Y.C. Admin. Code §23-1205(a)(4)

<b>13. Describe the agency's use of agreements for any use or disclosure of identifying information.</b>
The Agency utilizes MOUs, data use agreements and appropriate contract clauses to identify items that may include identifying information and stipulate the specific purposes for with the information is collected, retained and shared and the parameters for disclosure.
N.Y.C. Admin. Code §23-1205(a)(1)(d)

**14. Using the table below, specify the types of entities requesting the disclosure of identifying information or proposals for disclosures of identifying information, and for each entity, describe (1) the reasons why an agency discloses identifying information to such entity, and (2) why any such disclosures furthers the purpose or mission of such agency.**

**Add additional rows as needed.**

Type of Entity	Description of Reason for Disclosure	Description of how disclosure furthers the purpose or mission of the agency
Corporation Counsel of the City of NY Private attorneys representing DOT	Disclosure in Litigation	Information necessary for our attorneys at the Corporation Counsel of the City of New York to represent us is shared. Information is disclosed so that Corporation Counsel can give legal advice to the Agency.
Various Agencies such as - FTA FHWA NYSDOT DCAS MOCS Comptroller, FCRC, OATH, DOL, NYPD, OLR, EEOC, DMV, OPA, USDOJ, OSHA , PESH, FDNY, USCG, DSNY, DOB, ECB	Disclosure to Local State or Federal Oversight	Information necessary to comply with legal mandates for disclosure.
Various Contractors and consultants	Disclosures to Contractors and Consultants	The Agency contracts with various entities in a variety of files such as construction and rehabilitation projects, drug and alcohol testing, fitness for duty examination and other medical examination.
Various Contractors and Consultants Federal Local and State oversight agencies	Health and safety Prevention Disclosure	Identifying information contained in records such as are required for functions related to drug and alcohol testing, employees safety training and employees' on the job injuries is shared as required.
Members of the public, Elected officials and Community Boards	Disclosure for Customer service Purposes	Response to concerns of the public regarding safety and other core functions, dissemination of information
Office of the Comptroller and other oversight entities	Disclosure to Auditors	Accountability, identifying and preventing fraud and waste detecting and recovering improper payments, legal requirement, oversight.
The public	Disclosure in Response to FOIL	Legal requirement
Labor unions, OLR, Administrative hearing bodies	Disclosure to Labor Organizations	Legal/contract requirement, bargaining
Office of the Comptroller, MOCS	Disclosure related to Procurement	The procurement process is necessary in furthering the Agency's mission.

N.Y.C. Admin. Code §23-1205(a)(1)(e)

*- Proceed to Next Question on Following Page -*

**15. Describe the impact of the Identifying Information Law and other applicable laws upon your agency's practices in relation to collection, retention, and disclosure of identifying information.**

**Identifying Information Law** – The Agency has greater awareness of the Identifying Information Law and the need for pre-approval before data sharing or other disclosure.

**Re other Laws** - Procedures for collection, retention and disclosure of information continues to be restricted.

N.Y.C. Admin. Code §23-1205(a)(2)

**16. Describe the impact of the privacy policies and protocols issued by the Chief Privacy Officer, or by the Citywide Privacy Protection Committee, as applicable, upon your agency's practices in relation to the collection, retention, and disclosure of identifying information.**

The Agency continuously works to adhere to policies and protocols that are issued.


N.Y.C. Admin. Code §23-1205(a)(3)

**APPROVAL FOR AGENCY REPORT**

**Preparer of Agency Report:**

<b>Name:</b>	Tamara Murray		
<b>Title:</b>	APO		
<b>Email:</b>	<a href="mailto:Tmurray2@dot.nyc.gov">Tmurray2@dot.nyc.gov</a>	<b>Phone:</b>	(212) 839-9834

**SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW**

			
<b>Agency Head (or designee):</b>			
<b>Name:</b>	Polly Trottenberg		
<b>Title:</b>	Commissioner, Department of Transportation		
<b>Email:</b>	ptrottenberg@dot.nyc.gov	<b>Phone:</b>	(212) 839-6400
<b>Signature:</b>		<b>Date:</b>	7/31/20

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