

Community Board Identifying Information Law Report

(Due by July 31, 2022)

The Identifying Information Law requires City agencies to submit biennial reports related to their collection, disclosure, and retention of identifying information.

For any questions, contact PrivacyOfficer@cityhall.nyc.gov. **The information in this report will be public.**

By July 31, 2022, submit this report to:

- Chief Privacy Officer: PrivacyOfficer@cityhall.nyc.gov
- Mayor: MOReports@cityhall.nyc.gov
- City Council Speaker: reports@council.nyc.gov
- Citywide Privacy Protection Committee: NYCPrivacyCommittee@cityhall.nyc.gov
- Department of Records and Information Services (DORIS) online submissions portal: <https://a860-gpp.nyc.gov>

Community Board:	#1 Brooklyn	Date of Report:	8/3/22
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1. Specify the types of identifying information your community board collects or discloses (check all that apply):	
<input checked="" type="checkbox"/> Name <input type="checkbox"/> Social security number (full or last 4 digits) <input type="checkbox"/> Taxpayer ID number (full or last 4 digits)	<p><u>Work-Related Information</u></p> <input type="checkbox"/> Employer information <input type="checkbox"/> Employment address
<p><u>Biometric Information</u></p> <input type="checkbox"/> Fingerprints <input type="checkbox"/> Photographs <input type="checkbox"/> Palm and handprints <input type="checkbox"/> Retina and iris patterns <input type="checkbox"/> Facial geometry <input type="checkbox"/> Gait or movement patterns <input type="checkbox"/> Voiceprints <input type="checkbox"/> DNA sequences	<p><u>Government Program Information</u></p> <input type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input type="checkbox"/> Any scheduled court appearances <input type="checkbox"/> Eligibility for or receipt of public assistance or City services <input type="checkbox"/> Income tax information <input type="checkbox"/> Motor vehicle information
<p><u>Contact Information</u></p> <input checked="" type="checkbox"/> Current and/or previous home addresses <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<p><u>Law Enforcement Information</u></p> <input type="checkbox"/> Arrest record or criminal conviction <input type="checkbox"/> Date and/or time of release from custody of ACS, DOC, or NYPD <input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<p><u>Demographic Information</u></p> <input type="checkbox"/> Country of origin <input type="checkbox"/> Date of birth <input type="checkbox"/> Gender identity <input type="checkbox"/> Languages spoken <input type="checkbox"/> Marital or partnership status <input type="checkbox"/> Nationality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sexual orientation	<p><u>Technology-Related Information</u></p> <input type="checkbox"/> Device identifier including media access control MAC address or Internet mobile equipment identity (IMEI) <input type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual <input type="checkbox"/> Internet protocol (IP) address <input type="checkbox"/> Social media account information
<p><u>Other Types of Identifying Information</u> (list below): N/A</p>	

2. Using the table below, describe why the community board collects and discloses identifying information, mark how each is classified under the IIL, and explain why each furthers the mission of the community board.

Contact Information is needed to reach the constituent back.

Use, edit or delete the suggested responses as applicable. Add new rows as needed.

Description of why the board collects or discloses identifying information	Classification	Why the community board's collection or disclosure furthers the mission of the board
Constituent services and case management	<input type="checkbox"/> Routine <input checked="" type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information in the regular course of case management furthers the board's mission to resolve constituent complaints.
Human resource functions related to board membership and employment	<input type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	N/A
Holding community board meetings, including tracking attendance and publishing meeting minutes	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information furthers the board's mission to conduct meetings to assess the community's needs and receive feedback on government projects.
Maintaining mailing lists	<input checked="" type="checkbox"/> Routine <input type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	Collecting and disclosing identifying information to maintain mailing lists supports the board's mission to conduct public outreach.
Fulfilling FOIL requests	<input type="checkbox"/> Routine <input checked="" type="checkbox"/> Case-by-case <input type="checkbox"/> CPO determined it serves the City's best interests	The community board discloses identifying information when fulfilling Freedom of Information Law requests, as required by the New York State Public Officers Law.

3. Specify the types of entities that request or propose disclosures of identifying information from your community board (check all that apply):

- City agencies
- Board members
- Members of the public
- Nonprofit organizations
- Other (please describe): None Requested

4. Does the community board have policies¹ regarding requests or proposals for disclosure of identifying information?

X Yes No
If yes, describe:
 Information is released only upon permission or request of the constituent.

¹ E.g., the Model Protocols for Third-Party Requests.

<p>5. Does the community board utilize legal agreements for the disclosure of identifying information?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>If yes, describe how and when the board uses them:</u></p> <p>Per NYC Law Department Guidelines.</p>
<p>6. Does the community board have policies addressing when to classify disclosures as routine or as needed in exigent circumstances (such as emergencies)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>If yes, describe:</u></p> <p>We do not release information that we may have minimally collected while providing service to constituents in the district.</p>
<p>(a) Does the community board have policies addressing access to identifying information by employees, contractors, and subcontractors?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>If yes, describe:</u></p> <p>We do not release information that we may have minimally collected while providing service to constituents in the district.</p>
<p>(b) If you answered Yes to 6(a), do the policies specify that access to identifying information is only given when necessary to perform their duties?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>(c) If you answered Yes to 6(a), are the policies implemented in a way that minimizes access to identifying information as far as possible while still furthering the purpose or mission of the community board?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>
<p>(d) Has the community board considered or implemented any alternative policies to minimize the disclosure of identifying information?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><u>If yes, describe:</u></p> <p>This Policy is always used when taking any information. Minimal information is requested. Only routine information is collected if the constituent wishes to be contacted back. This information is not released to another agency.</p>
<p>7. Which kinds of employees have been authorized by the community board's agency privacy officer to disclose identifying information (after it has been approved by the APO)?</p>	
<p>N/A</p>	

8. Assess the impact of the Identifying Information Law and the Chief Privacy Officer's Privacy Policies and Protocols on the community board's identifying information processes.	X No negative impact
	<input type="checkbox"/> Negative impact
<u>If there is any negative impact, describe:</u>	

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ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW			
Agency Head (or designee): Dealice Fuller			
Title:	Chairperson		
Email:	bk01@cb.nyc.gov	Phone:	718-389-0009
Electronic Signature:	Dealice Fuller	Date:	8/3/22