

BIENNIAL AGENCY REPORT

INSTRUCTIONS

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

To complete the 2024 biennial agency report:

- Review Form 2s (APO Designation of Collection and Disclosures as “Routine”) made since the 2022 compliance cycle;
- Review Form 5s (Agency Privacy Officer Approval of Collections and Disclosures on a “Non-Routine” Basis) made since the 2022 compliance cycle;
- Use Forms 2 & 5 to complete Worksheet 1 for all new and existing **collections** between 2022-2024;
- Use Forms 2 & 5 to complete Worksheet 2 for all new and existing **disclosures** between 2022-2024.
- Complete the Biennial Agency Workbook;
- Submit the biennial agency report by **July 31, 2024**.

Submit the biennial agency report to:

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

THIS REPORT IS PUBLIC. PREPARERS SHOULD CONSULT AGENCY COUNSEL OR THE CHIEF PRIVACY OFFICER TO ENSURE THE RESPONSES ARE PROVIDED ACCORDING TO APPLICABLE LAW AND CITY POLICY.

VERSION CONTROL

Version	Description of Change	Approver	Date
4.0	New design for ease of use and technological enhancements, and miscellaneous clarifying revisions.	Michael Fitzpatrick Chief Privacy Officer, City of New York	April 2024
3.0	Updated completion date; miscellaneous clarifying revisions.	Aaron Friedman Principal Senior Counsel Office of Information Privacy	April 2022
2.0	Updated completion date; miscellaneous clarifying revisions.	Laura Negrón Chief Privacy Officer, City of New York	April 2020
1.0	First Version	Laura Negrón Chief Privacy Officer, City of New York	April 2018

Page Intentionally Blank

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

1. Agency: Department of Investigation

2. APO Contact Details
 - a. Name: Philip Hung
 - b. Title: Deputy Commissioner for Compliance & Privacy/EEO Officer
 - c. Email: phung@doi.nyc.gov
 - d. Telephone: 212-825-2848

COLLECTIONS

3. How many collections does the agency have to describe?
22

4. **COLLECTIONS.** Upload worksheet 1.



- Proceed to the next page -

5. For all **collections**, select the types of identifying information collected (check all that apply). See [Citywide Privacy Protection Policies and Protocols § 3.1](#).

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

DISCLOSURES

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

22

7. **DISCLOSURES.** Upload worksheet 2.



- Proceed to the next page -

8. For all **disclosures**, select the types of identifying information disclosed (check all that apply).
See [Citywide Privacy Protection Policies and Protocols § 3.1](#).

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

9. Separate from the Citywide Privacy Protection Policies and Protocols, what are the agency's policies regarding requests for disclosures from other City agencies, local public authorities or local public benefit corporations, and third parties? Please **summarize or upload a copy of the policy**. See *N.Y.C. Admin. Code § 23-1205(a)(1)(c)(1)*.
10. Which divisions of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See *§ N.Y.C Admin. Code § 23-1205(a)(1)(c)(4)*.
11. Which categories of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See *§ N.Y.C Admin. Code § 23-1205(a)(1)(c)(4)*.
12. Do any of the agency's policies address **access** to identifying information by employees, contractors, and subcontractors? See *§ N.Y.C. Admin Code § 23-1205(a)(4)*.
- ☒ Yes – **GO TO QUESTION 13**
- ☐ No – **GO TO QUESTION 16**
13. Do these policies state that **access** to identifying information must be necessary for the employees, contractors, and subcontractors to perform their duties? See *N.Y.C. Admin Code § 23-1205(a)(4)*.
- ☒ Yes – **GO TO QUESTION 14**
- ☐ No – **GO TO QUESTION 16**
14. Are these policies implemented so that **access** is limited to the greatest extent possible, but also furthers the purpose or mission of the agency?
- ☒ Yes – **GO TO QUESTION 15**
- ☐ No – **GO TO QUESTION 16**

15. Describe how **access** is limited to the greatest extent possible while furthering the purpose or mission of the agency.
16. **Summarize or upload** the agency's current policies for handling **proposals for disclosures to other** City agencies, local public authorities, or local public benefit corporations, and third parties. *See N.Y.C Admin Code § 23-1205(a)(1)(c)(2).*
17. **Summarize or upload** the agency's current policies regarding the classification of **disclosures** as necessitated by the existence of **exigent circumstances or as routine**. *See N.Y.C Admin Code § 23-1205(a)(1)(c)(3).*
18. Since 2022, has the agency **considered or implemented**, where applicable, policies that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the purpose or mission of the agency? *See N.Y.C Admin Code § 23-1205(a)(3).*
- ☐ Yes – **GO TO QUESTION 19**
- ☒ No – **GO TO QUESTION 20**
19. Summarize the policies that the agency has **considered or implemented** regarding data minimization for the collection, retention, and disclosure of identifying information. *See N.Y.C Admin Code § 23-1205(a)(4).*

20. Summarize the agency's use of agreements for any use or disclosure of identifying information.
See N.Y.C Admin Code § 23-1205 (a)(1)(d).

21. Since 2022, describe the impact of the Identifying Information Law and any other local, state, or federal laws upon your agency's practices in relation to the collection, retention, and disclosure of identifying information (i.e., if such practices would differ in the absence of these laws). The impact can be positive or negative. *See N.Y.C Admin Code § 23-1205(a)(2).*

22. Describe how the current privacy policies and protocols issued by the Chief Privacy Officer, or the guidance issued by the Citywide Privacy Protection Committee affected your agency's practices in relation to the collection, retention, and disclosure of identifying information. The effects can be positive or negative. *See N.Y.C Admin Code § 23-1205(a)(2).*

- Proceed to the next page -

APPROVAL SIGNATURE FOR AGENCY REPORT

PREPARER OF AGENCY REPORT

Name: Philip Hung

Title: Deputy Commissioner for Compliance & Privacy

Email: phung@doi.nyc.gov

Phone: 212-825-2848

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Name: Andrew Brunsden

Title: General Counsel and Deputy Commissioner of Legal Affairs

Email: abrunsdn@doi.nyc.gov

Phone: 212-825-2870

Signature: *Andrew Brunsden*

Date: 07/31/2024

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

DISCLOSURES					
	Type of Disclosure	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Disclosure.	Was this disclosure made pursuant to an external request?
1	Legal Matters or Proceeding	DOI's General Counsel's Office provides legal analysis and guidance regarding legal and compliance matters. The work of the General Counsel's Office touches every aspect of agency operations and can include the collection of information, whether sourced from an investigation, a contract, a complaint, an internal investigation, or other such source. While collection of identifying information is generally sourced directly from DOI files, the General Counsel's Office may additionally collect and retain such information as is referred to or	Pre-approved as routine	Law enforcement and oversight.	Yes

		submitted directly to the Office by other agencies or members of the public. The General Counsel's Office may disclose information where required when referring matters to appropriate agencies, pursuant to a lawful order, where the law otherwise requires such disclosure, or where it is determined that disclosure is permissible by law and in the best interest of the agency.			
2	Human Resources and other Personnel Matters	DOL's Human Resources unit routinely collects and discloses personnel information related to the performance of core administrative and human resource functions.	Pre-approved as routine	Law enforcement and oversight.	Yes
3	Law Enforcement	DOL's investigations units (Squads) collect and disclose information related to and received in the course of law	Pre-approved as routine	Law enforcement and oversight.	Yes

		enforcement investigations. Collection of identifying information is necessary to the successful investigation of cases because investigators must identify the relevant subjects and witnesses, follow investigatory leads, and collect relevant evidence. Investigatory records are retained indefinitely pursuant to DOI's Records Management Policy and Record Retention Schedule. Disclosure of investigatory records generally occurs when a criminal case is jointly investigated with a prosecutor or other law enforcement agency; a criminal matter is referred to prosecutors or other law enforcement agencies; a case is referred to civil authorities for			
--	--	--	--	--	--

		administrative action; or a case is referred to City agencies for possible disciplinary or other agency action.			
4	Compliance	DOL's Chief Compliance & Privacy Officer collects and discloses identifying information to oversight agencies, regulatory bodies, other City agencies, and third parties with respect to compliance with laws, regulations, rules, guidelines, and contractual obligations.	Pre-approved as routine	Law enforcement and oversight.	Yes
5	Audit	DOL's Chief Compliance & Privacy Officer collects and discloses identifying information to federal, state, or local auditors, or other entities authorized to perform audits, in compliance with applicable laws or regulations.	Pre-approved as routine	Law enforcement and oversight.	Yes
6	Procurement	DOL's Procurement Unit collects and discloses identifying information to contractors, experts,	Pre-approved as routine	Law enforcement and oversight.	Yes

		or consultants regarding bidding, negotiating, and entering procurements and contracts.			
7	Public Safety and Health	DOI collects and discloses identifying information to appropriate federal, state, and local agencies or personnel relating to citywide emergency services, or to prevent or combat threats to public health and safety.	Pre-approved as routine	Law enforcement and oversight.	Yes
9	Response to a Request or Demand	DOI's General Counsel Office collects and discloses identifying information in response to FOIL, subpoena, or litigation requests or demands, provided appropriate agency personnel determines that disclosure of such information is required or permissible under applicable law. Additionally, DOI's Communications and Intergovernmental Affairs Offices collect	Pre-approved as routine	Law enforcement and oversight.	Yes

		and discloses identifying information in response to requests from the media, intergovernmental partners, and other related entities.			
10	Technology	DOI's Information Technology Unit collects and discloses identifying information in the performance of information technology-related functions, including hosting, database administration and management, helpdesk, asset management, and other technical services related to electronic infrastructure and data.	Pre-approved as routine	Law enforcement and oversight.	Yes
11	Records Management	DOI's Records Management Unit collects and discloses identifying information for records management, archiving, and preservation.	Pre-approved as routine	Law enforcement and oversight.	Yes
12	Finance	DOI's Fiscal and Budget Unit collects and	Pre-approved as routine	Law enforcement and oversight.	Yes

		discloses identifying information for invoices, checks, budgets, financial reports, and other financial information related to fiscal operations.			
13	Office Administration	DOI collects and discloses identifying information for day-to-day administrative functions, such as filing, personnel, appointments, billing, and maintaining records.	Pre-approved as routine	Law enforcement and oversight.	Yes
14	Utilities & Infrastructure	DOI collects and discloses identifying information for the purposes of creating, developing, testing, enhancing, and maintaining the physical and technical infrastructure of the Agency.	Pre-approved as routine	Law enforcement and oversight.	Yes
15	Law Enforcement	DOI's Complaint Unit (CU) is the central unit responsible for receiving and disseminating complaints filed with DOI. The CU collects	Pre-approved as routine	Law enforcement and oversight.	Yes

		information that is reported to it, or found on internal database reviews. The information may be disclosed to the oversight unit or agency as part of referring the complaint for any action deemed appropriate.			
16	Law Enforcement	DOI's Background Investigation Unit (BIU) conducts confidential background investigations of high-level New York City employees, or persons selected to work in decision-making or sensitive City positions, which helps hiring/appointing agencies determine if the candidate is suited to serve the public trust. The BIU collects personal information regarding City employees and temporary personnel and may disclose the information to the hiring/appointing agency	Pre-approved as routine	Law enforcement and oversight.	Yes

		and other law enforcement agencies.			
17	Law Enforcement	DOI's Fingerprint Unit (FPU) is responsible for reviewing the fingerprints of individuals who work at child care, home care, and family care facilities that are under contract with the City of New York to assist the employer and oversight agency in making hiring/retention decisions. The FPU collects personal information that is reported to it, or received from government resources. This information may be disclosed to governmental agencies, the employer, the oversight unit, or agency.	Pre-approved as routine	Law enforcement and oversight.	Yes
18	Prevention of Fraud, Waste, Abuse	DOI's VENDEX unit reports adverse DOI case history regarding potential city vendors to city agencies during the contracting process, as	Pre-approved as routine	Law enforcement and oversight.	Yes

		appropriate. The VENDEX unit collects information that is reported by vendors seeking city contracts.			
19	Law Enforcement	DOL's Training Unit and Peace Officer Program provides training to NYC Department of Investigation Peace Officers. The Program coordinates with the New York State Municipal Police Training Council to conduct Academy classes, annual trainings and certifications. This unit also provides all necessary administrative and operational support to its officers and other personnel in the agency. Information may be disclosed to the NYPD or contracted third parties in order to process applications, licenses, training certification, or to assist in medical care. The Training Unit also	Pre-approved as routine	Law enforcement and oversight.	Yes

		administers DOI's training program for all DOI staff. As such, it collects and discloses training-related information, such as rosters, registrations, and completion data, to outside parties, including other City agencies.			
20	Compliance	DOI's Equal Employment Opportunity (EEO) Office routinely collects and discloses personnel information in accordance with the City's EEO Policy. The EEO Office discloses such information to other agencies, namely DCAS, the City Council, the Equal Employment Practices Commission, as required by the EEO Policy and law.	Pre-approved as routine	Law enforcement and oversight.	Yes
21	Compliance	DOI collects and discloses identifying information as approved by the Chief Privacy Officer as being in the best interests of the City	Approved by the CPO as being in the best interests of the City	Law enforcement and oversight.	Yes

		related to: (1) the Guidance on Privacy Considerations Related to the City's Efforts to Combat Covid-19, which informs all Covid-19 disclosures made by DOI; and (2) collections by and disclosures to DOI relating to allegations of sexual harassment under Executive Order No. 64 of 2021.			
22	None of the above	DOI's Communications and Intergovernmental Affairs Offices collects and discloses identifying information for the purposes of public information and engaging with intergovernmental partners.	Pre-approved as routine	Law enforcement and oversight.	No

Please add additional rows, if needed

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

	<i>Type of Entity</i>	<i>Name of Entity</i>
1	Federal Agency	U.S. Department of Justice, U.S Attorneys, Federal Law Enforcement agencies, Federal regulatory and oversight bodies
2	Federal Agency	U.S. District Courts
3	State Agency	New York State Attorney General, State Law Enforcement agencies, State regulatory and oversight bodies
4	State Agency	New York Courts
5	City Agency	District Attorneys, local law enforcement, local regulatory and oversight bodies
6	City Agency	All City agencies and entities, City Council
7	Other Private Sector Company	Various private companies related to confidential investigations
8	Other Private Sector Company	Various private vendors and contractors
9	Media Outlet	Various media outlets related to public information

Please add additional rows, if needed

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

COLLECTIONS				
	Type of Collection	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Collection.
1	Legal Matters or Proceeding	DOI's General Counsel's Office provides legal analysis and guidance regarding legal and compliance matters. The work of the General Counsel's Office touches every aspect of agency operations and can include the collection of information, whether sourced from an investigation, a contract, a complaint, an internal investigation, or other such source. While collection of identifying information is generally sourced directly from DOI files, the General Counsel's Office may additionally collect and retain such information as is referred to or submitted directly to the Office by other agencies or members of the public. The General Counsel's Office may disclose information where required when referring	Pre-approved as routine	Law enforcement and oversight.

		matters to appropriate agencies, pursuant to a lawful order, where the law otherwise requires such disclosure, or where it is determined that disclosure is permissible by law and in the best interest of the agency.		
2	Human Resources and other Personnel Matters	DOI's Human Resources unit routinely collects and discloses personnel information related to the performance of core administrative and human resource functions.	Pre-approved as routine	Law enforcement and oversight.
3	Law Enforcement	DOI's investigations units (Squads) collect and disclose information related to and received in the course of law enforcement investigations. Collection of identifying information is necessary to the successful investigation of cases because investigators must identify the relevant subjects and witnesses, follow investigatory leads, and collect relevant evidence. Investigatory records are retained indefinitely	Pre-approved as routine	Law enforcement and oversight.

		pursuant to DOI's Records Management Policy and Record Retention Schedule. Disclosure of investigatory records generally occurs when a criminal case is jointly investigated with a prosecutor or other law enforcement agency; a criminal matter is referred to prosecutors or other law enforcement agencies; a case is referred to civil authorities for administrative action; or a case is referred to City agencies for possible disciplinary or other agency action.		
4	Compliance	DOI's Chief Compliance & Privacy Officer collects and discloses identifying information to oversight agencies, regulatory bodies, other City agencies, and third parties with respect to compliance with laws, regulations, rules, guidelines, and contractual obligations.	Pre-approved as routine	Law enforcement and oversight.
5	Audit	DOI's Chief Compliance & Privacy Officer collects and discloses identifying information to federal, state, or local auditors, or other entities	Pre-approved as routine	Law enforcement and oversight.

		authorized to perform audits, in compliance with applicable laws or regulations.		
6	Procurement	DOI's Procurement Unit collects and discloses identifying information to contractors, experts, or consultants regarding bidding, negotiating, and entering procurements and contracts.	Pre-approved as routine	Law enforcement and oversight.
7	Public Safety and Health	DOI collects and discloses identifying information to appropriate federal, state, and local agencies or personnel relating to citywide emergency services, or to prevent or combat threats to public health and safety.	Pre-approved as routine	Law enforcement and oversight.
9	Response to a Request or Demand	DOI's General Counsel Office collects and discloses identifying information in response to FOIL, subpoena, or litigation requests or demands, provided appropriate agency personnel determines that disclosure of such information is required or permissible under applicable law. Additionally, DOI's Communications and Intergovernmental Affairs	Pre-approved as routine	Law enforcement and oversight.

		Offices collect and disclose identifying information in response to requests from the media, intergovernmental partners, and other related entities.		
10	Technology	DOI's Information Technology Unit collects and discloses identifying information in the performance of information technology-related functions, including hosting, database administration and management, helpdesk, asset management, and other technical services related to electronic infrastructure and data.	Pre-approved as routine	Law enforcement and oversight.
11	Records Management	DOI's Records Management Unit collects and discloses identifying information for records management, archiving, and preservation.	Pre-approved as routine	Law enforcement and oversight.
12	Finance	DOI's Fiscal and Budget Unit collects and discloses identifying information for invoices, checks, budgets, financial reports, and other financial information related to fiscal operations.	Pre-approved as routine	Law enforcement and oversight.

13	Office Administration	DOI collects and discloses identifying information for day-to-day administrative functions, such as filing, personnel, appointments, billing, and maintaining records.	Pre-approved as routine	Law enforcement and oversight.
14	Utilities & Infrastructure	DOI collects and discloses identifying information for the purposes of creating, developing, testing, enhancing, and maintaining the physical and technical infrastructure of the Agency.	Pre-approved as routine	Law enforcement and oversight.
15	Law Enforcement	DOI's Complaint Unit (CU) is the central unit responsible for receiving and disseminating complaints filed with DOI. The CU collects information that is reported to it, or found on internal database reviews. The information may be disclosed to the oversight unit or agency as part of referring the complaint for any action deemed appropriate.	Pre-approved as routine	Law enforcement and oversight.
16	Law Enforcement	DOI's Background Investigation Unit (BIU) conducts confidential background investigations of	Pre-approved as routine	Law enforcement and oversight.

		high-level New York City employees, or persons selected to work in decision-making or sensitive City positions, which helps hiring/appointing agencies determine if the candidate is suited to serve the public trust. The BIU collects personal information regarding City employees and temporary personnel and may disclose the information to the hiring/appointing agency and other law enforcement agencies.		
17	Law Enforcement	DOI's Fingerprint Unit (FPU) is responsible for reviewing the fingerprints of individuals who work at child care, home care, and family care facilities that are under contract with the City of New York to assist the employer and oversight agency in making hiring/retention decisions. The FPU collects personal information that is reported to it, or received from government resources. This information may	Pre-approved as routine	Law enforcement and oversight.

		be disclosed to governmental agencies, the employer, the oversight unit, or agency.		
18	Prevention of Fraud, Waste, Abuse	DOI's VENDEX unit reports adverse DOI case history regarding potential city vendors to city agencies during the contracting process, as appropriate. The VENDEX unit collects information that is reported by vendors seeking city contracts.	Pre-approved as routine	Law enforcement and oversight.
19	Law Enforcement	DOI's Training Unit and Peace Officer Program provides training to NYC Department of Investigation Peace Officers. The Program coordinates with the New York State Municipal Police Training Council to conduct Academy classes, annual trainings and certifications. This unit also provides all necessary administrative and operational support to its officers and other personnel in the agency. Information may be disclosed to the NYPD or contracted third parties in order to process	Pre-approved as routine	Law enforcement and oversight.

		applications, licenses, training certification, or to assist in medical care. The Training Unit also administers DOI's training program for all DOI staff. As such, it collects and discloses training-related information, such as rosters, registrations, and completion data, to outside parties, including other City agencies.		
20	Compliance	DOI's Equal Employment Opportunity (EEO) Office routinely collects and discloses personnel information in accordance with the City's EEO Policy. The EEO Office discloses such information to other agencies, namely DCAS, the City Council, the Equal Employment Practices Commission, as required by the EEO Policy and law.	Pre-approved as routine	Law enforcement and oversight.
21	Compliance	DOI collects and discloses identifying information as approved by the Chief Privacy Officer as being in the best interests of the City related to:	Approved by the CPO as being in the best interests of the City	Law enforcement and oversight.

		(1) the Guidance on Privacy Considerations Related to the City's Efforts to Combat Covid-19, which informs all Covid-19 disclosures made by DOI; and (2) collections by and disclosures to DOI relating to allegations of sexual harassment under Executive Order No. 64 of 2021.		
22	None of the above	DOI's Communications and Intergovernmental Affairs Offices collects and discloses identifying information for the purposes of public information and engaging with intergovernmental partners.	Pre-approved as routine	Law enforcement and oversight.

Please add additional rows, if needed