

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](mailto:MOReports@cityhall.nyc.gov)
- City Council Speaker at [reports@council.nyc.gov](mailto:reports@council.nyc.gov)
- Chief Privacy Officer and the Citywide Privacy Protection Committee at [ojp@oti.nyc.gov](mailto:ojp@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**

<b>Version</b>	<b>Description of Change</b>	<b>Approver</b>	<b>Date</b>
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

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

1. Agency: Mayor's Office of Contract Services

2. APO Contact Details

- a. Name: David Garfinkel
- b. Title: Deputy General Counsel
- c. Email: david.garfinkel@mocs.nyc.gov
- d. Telephone: 212-298-0404

**COLLECTIONS**

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

32

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](#).

<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Social security number (full or last 4 digits)* <input checked="" type="checkbox"/> Taxpayer ID 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 type="checkbox"/> Fingerprints <input checked="" 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* <input type="checkbox"/> Height <input type="checkbox"/> Weight	<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 address <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, DOCS, 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 type="checkbox"/> Religion <input 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 checked="" 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 a 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):  	
<p>*Type of identifying information designated by the CPO (see <a href="#">CPO Policies &amp; Protocols, §3.1.1</a>).</p>	

**DISCLOSURES**

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

19

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](#).

<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Social security number (full or last 4 digits)* <input checked="" type="checkbox"/> Taxpayer ID 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 type="checkbox"/> Fingerprints <input checked="" 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* <input type="checkbox"/> Height <input type="checkbox"/> Weight	<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 address <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, DOCS, 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 type="checkbox"/> Religion <input 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 checked="" 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 a 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): Medical documentation, immediate family relationships reported to MOCS	
*Type of identifying information designated by the CPO (see <a href="#">CPO Policies &amp; Protocols, §3.1.1</a> ).	

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: David Garfinkel

Title: Deputy General Counsel

Email: david.garfinkel@mocs.nyc.gov

Phone: 212-298-0404

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

Name: Kim Yu

Title: First Deputy Director, Acting General Counsel

Email: kim.yu@mocs.nyc.gov

Phone: 3472970085

Signature: *Kim Yu*  
Kim Yu (Jul 26, 2024 12:38 EDT)

Date: 07/26/2024

MOCS' approach to requests for disclosures from other City agencies, local public authorities or local public benefit corporations, and third parties is as follows:

1. Determine whether or not the request for disclosure is a non-routine request for information from other City agencies, local public authorities or local public benefit corporations, and third parties.
  - a. If YES, employee notifies the General Counsel or designee who will proceed with steps # 2-7 below and contact Corporation Counsel, as necessary. Employee acts only as directed by the General Counsel or designee.
  - b. If NO, does the employee receiving the request have authority to process the request on behalf of the relevant agency or agencies whose data is being requested?
    - i. If YES, proceed to step # 2 below.
    - ii. If NO, STOP HERE: employee refers matter to General Counsel or designee, who will coordinate with Records Access Officer as needed and will proceed with steps # 2-7. Employee acts only as directed by the General Counsel or designee.
  
2. Is the request a court order, judicial or administrative subpoena, or from a law enforcement agency?
  - a. If yes, employee refers matter to General Counsel or designee who will proceed with steps # 3-7.
  - b. If NO, proceed to step #3 below, unless it is a routine request that has been pre-approved by the Agency Privacy Officer. If it has been pre-approved, then an employee with authority to process the request on behalf of the agency may do so.
    - i. Note: Only authorized employees are permitted to access and use identifying information for a permitted purpose and in accordance with their job duties.
  
3. General Counsel or designee determines whether the request is for public data.
  - a. If the request is for a "Public Data Set" as defined by the NYC Open Data Law, STOP HERE: employee refers matter to agency's designated Open Data Coordinator for response.
  - b. If the request is submitted under the Freedom of Information Law (FOIL), the General Counsel proceeds with agency procedures and statutory guidelines for handling FOIL requests. The General Counsel also considers whether information requested is exempt from disclosure under FOIL and related considerations in steps # 4 and 5.
  - c. If NOT a request for "public data," proceed to step # 4 before.
  
4. General Counsel or designee determines which agency/agencies owns or has an ownership or related interests in the requested information.
  - a. Is there a contract, memorandum of understanding, or other agreement governing the use and/or disclosure of the data?
    - i. If YES, determine whether the contract, memorandum of understanding, or other agreement specifies how and by whom third party requests must be handled.
    - ii. If NO, proceed to next question
  - b. Does another agency or non-governmental entity have ownership interests in the requested information?
    - i. If MOCS created and/or owns the requested information, proceed to step # 5 below.
    - ii. If another agency or non-governmental entity has an ownership interest in the requested information (including datasets created through data integration projects), refer the request to the legal counsel at the relevant agency and/or entity to consult existing protocols regarding management of the information and to coordinate a response. The agency general counsel or designee at each agency whose data is

requested is responsible for making independent determinations highlighted in step # 5 below.

5. General Counsel or designee determines applicable legal and related considerations.
  - a. Is the requested information designated as “confidential” under any federal, state, local law or regulation, or City policy, or agency executive order, manual, or guidance documents? Consider each data category and data element.
  - b. Are there any statutory or regulatory restrictions on the redisclosure of the requested information?
  - c. Are there any statutory or regulatory requirements that disclosure be limited to the “minimum necessary”?
  - d. How did the agency receiving the request initially obtain the requested information?
  - e. Is the third party legally authorized to receive any, some, or all of the information for the purpose requested?
    - i. Consider preemption issues in third party authority to access the information requested (i.e., are there any federal or state laws governing the data that may supersede requestor’s authority under local law or executive order to access it?)
  - f. Does the agency have written consent on file to release the information for the purposes requested?
  - g. Can the request be satisfied without disclosing any personally identifiable information, or by minimizing the disclosure?
    - i. If YES, consult with agency counsel to discuss limiting scope of request.
  - h. Is there a legally or other mandated timeframe for response?
  - i. Is the request drawn sufficiently narrow such that disclosure of the requested information would not result in disclosure of personally identifiable information pertaining to individuals other than the individual or individuals to whom the request pertains?
    - i. If NO, consult with agency counsel to discuss limiting scope of request.
  - j. Are there any legal requirements to provide notice to individuals whose identifiable data is requested?
6. Based on applicable legal and related considerations in steps # 4 and 5, General Counsel or designee determines whether the third party must or may lawfully receive all or part of the information requested.
  - a. If third party request is by court order, judicial or administrative subpoena, and/or law enforcement agency, response may require review and approval by the Corporation Counsel.
  - b. If the agency cannot legally disclose requested information, DO NOT DISCLOSE.
    - i. General Counsel, Records Access Officer, or designee issues written response in consultation with agency head, as needed.
  - c. If the agency is permitted but not required by law to disclose the requested personally identifiable information, consult agency policies and senior officials to determine appropriateness and scope of disclosure.
    - i. If agency determines disclosure is not appropriate, DO NOT DISCLOSE.
      1. General Counsel, Records Access Officer, or designee issues written response, in consultation with agency head as needed.
      - ii. If agency determines disclosure is appropriate, in whole or in part, consider whether any redaction is required and proceed to step # 7 below.
  - d. If the agency is required by law to disclose the requested information, in whole or in part, consider whether any redaction is required and proceed to step # 7 below.
7. Determine method for securely transmitting data authorized for disclosure to third party, in consultation with senior agency IT personnel.

- a. Confirm disclosure decision and transmission method with General Counsel or designee.
- b. Employee authorized by General Counsel or designee coordinates data transfer using secure protocols.

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	Procurement	MOCS discloses Non-Disclosure Agreements (NDA) with contractors and consultants to City agencies. The NDAs contain identifying information on the consultant. NDAs are shared with DOITT.	Pre-approved as routine	MOCS discloses to ensure support secure and informed collaboration.	No
2	Human Resources and other Personnel Matters	MOCS discloses various personnel-related information and records in the performance of core administrative and human resource functions. Disclosures include information such as name, social security number, contact information, demographic, status, government program, work, law enforcement, social media account information, and medical documentation	Pre-approved as routine	MOCS discloses this information to manage and support workforce administration, ensuring compliance, efficient operations, and the well-being of employees.	No
3	Response to a Request or Demand	MOCS publicly discloses information in PASSPort and HHS Accelerator, including select identifying information, at MOCS' Public Access Center terminal at 255 Greenwich; other identifying information is made available via Freedom of Information Law (FOIL) requests.	Pre-approved as routine	MOCS promotes transparency and ease of access by disclosing this identifying information.	Yes
4	Audit	MOCS discloses portions of identifying information from individuals requesting access to use PASSPort and HHS	Pre-approved as routine	These disclosures are performed by MOCS for auditing and reporting purposes.	No

		Accelerator (such as employer name and address).			
5	Compliance	MOCS submits the name, employer and home address for all persons related to entities that have Doing Business Status each month to the Department of Technology and Information (OTI) and Campaign Finance Board (CFB).	Pre-approved as routine	This information is used to confirm identity of persons with Doing Business Status so that the Doing Business campaign finance donation limits can be enforced.	No
6	Technology	MOCS discloses the email and IP addresses of agency employees to a limited number of contract software vendors.	Pre-approved as routine	MOCS discloses this information so that these vendors may better provide technology services and products to the agency.	No
7	Human Resources and other Personnel Matters	MOCS discloses identifying information of agency employees to NYC Cyber Command.	Pre-approved as routine	This task allows MOCS to track employee progress in security awareness training programs.	No
8	Human Resources and other Personnel Matters	MOCS discloses identifying information of agency employees to NYC oversight agencies to assist the City in emergency situations.	Approved by the APO on a case-by-case basis	This is performed to assist the City in emergency situations.	No
9	Human Resources and other Personnel Matters	MOCS discloses identifying information about city employees who register and/or complete Professional Training Institute training sessions. MOCS also discloses identifying information of trainers who lead Professional Training Institute training sessions.	Pre-approved as routine	MOCS facilitates training oversight and evaluation, ensuring its employees are properly trained to handle public work.	No



10	Human Resources and other Personnel Matters	MOCS discloses identifying information about employees to the office security system vendor.	Pre-approved as routine	MOCS discloses this information to manage and secure the office's physical access security system.	No
11	Human Resources and other Personnel Matters	MOCS discloses limited identifying information about current and former MOCS Personnel.	Pre-approved as routine	The purpose is to verify employee information in employment requests to financial institutions and prospective employers.	Yes
12	Procurement	MOCS discloses citywide agency user information to City Hall consultants who are contracted to conduct reviews of the procurement process for non-profits.	Approved by the APO on a case-by-case basis	MOCS enhances procurement process reviews by sharing citywide agency user information with City Hall consultants.	Yes
13	Procurement	MOCS discloses nonprofit vendor identifying information to City Hall by request.	Pre-approved as routine	MOCS discloses this information to assist City Hall in its procurement process and contracts.	No
14	Human Resources and other Personnel Matters	MOCS discloses phone numbers and emails to direct supervisory staff.	Pre-approved as routine	The purpose of disclosure is for communication and for relaying information to employees.	No
15	Procurement	MOCS discloses vendor organization details and executive office contact information in the pre-qualification module.	Pre-approved as routine	MOCS discloses this information to validate vendor eligibility for RFP submissions. Disclosure of HHS Accelerator information is solely for the support of the procurement and contract management functions of the application.	No

16	Response to a Request or Demand	MOCS makes completed disclosures of vendor organization details accessible through FOIL.	Pre-approved as routine	MOCS enables public access through this disclosure.	Yes
17	Compliance	MOCS discloses information submitted by vendors, in the process of procurement, to the agencies that have contracts with the requesting vendor and retains the information in MOCS's restricted access SharePoint file.	Pre-approved as routine	MOCS ensures compliance and coordination by sharing vendor information with contracting agencies and securely retaining it.	No
18	Compliance	MOCS displays the name of each Principal Officer, Owner and Manager on the Public Portal of the Doing Business Database (DBDB) when the entity they are related to has Doing Business Status.	Pre-approved as routine	MOCS ensures transparency and accountability for entities with Doing Business Status by displaying key personnel names.	No
19	Compliance	MOCS enters/discloses adverse information on vendors in PASSPort, such as pending charges, debarments, violations, suspensions, and sanctions.	Pre-approved as routine	MOCS promotes transparency and informed decision-making for contracting agencies by publicly disclosing adverse information on vendors with PASSPort profiles.	Yes
21	Choose an item.		Choose an item.		Choose an item.
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23	Choose an item.		Choose an item.		Choose an item.
24	Choose an item.		Choose an item.		Choose an item.
	<i>Type of Disclosure</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Disclosure.</i>	<i>Was this disclosure made pursuant to an external request?</i>
25	Choose an item.	[free text]	Choose an item.	[free text]	Choose an item.
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	<i>Type of Disclosure</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Disclosure.</i>	<i>Was this disclosure made pursuant to an external request?</i>
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76	Choose an item.		Choose an item.		Choose an item.
77	Choose an item.		Choose an item.		Choose an item.
78	Choose an item.		Choose an item.		Choose an item.
	<i>Type of Disclosure</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Disclosure.</i>	<i>Was this disclosure made pursuant to an external request?</i>
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*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	Choose an item.	[free text]
2	Federal Agency	
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**OPTIONAL QUESTION:** Using the table below, describe any proposals for disclosures of identifying information that your agency declined to approve.

	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
1	Choose an item.	[free text]	[free text]	[free text]
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	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
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	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
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	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
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*Please add additional rows, if needed*

MOCS' approach to handling proposals for disclosures of identifying information to other City agencies, local public authorities or local public benefit corporations, and third parties is as follows:

1. Determine whether or not the proposed disclosure of identifying information is a non-routine disclosure for information to other City agencies, local public authorities or local public benefit corporations, and third parties.

- a. If YES, employee notifies General Counsel or designee who will proceed with steps # 2-7 below and contact Corporation Counsel, as necessary. Employee acts only as directed by the General Counsel or designee.
- b. If NO, does the employee wishing to disclose the information have authority to process the request on behalf of the relevant agency or agencies whose data is being requested?
  - i. If YES, proceed to step # 2 below, unless it is a routine request that has been preapproved by the Agency Privacy Officer. If it has been pre-approved, then an employee with authority to process the request on behalf of the agency may do so.
    1. Note: Only authorized employees are permitted to access and use identifying information for a permitted purpose and in accordance with their job duties.
  - ii. If NO, STOP HERE: employee refers matter to General Counsel or designee, who will coordinate with Records Access Officer as needed and will proceed with steps # 2-5. Employee acts only as directed by the General Counsel or designee.

2. General Counsel or designee determines which agency/agencies owns or has an ownership or related interests in the requested information.

- a. Is there a contract, memorandum of understanding, or other agreement governing the use and/or disclosure of the data?
  - i. If YES, determine whether the contract, memorandum of understanding, or other agreement specifies how and by whom third party requests must be handled.
  - ii. If NO, proceed to next question.
- b. Does another agency or non-governmental entity have ownership interests in the requested information?
  - i. If MOCS created and/or owns the requested information, proceed to step # 3 below.
  - ii. If another agency or non-governmental entity has an ownership interest in the requested information (including datasets created through data integration projects), refer the request to the legal counsel at the relevant agency and/or entity to consult existing protocols regarding management of the information and to coordinate a response. The agency general counsel or designee at each agency whose data is requested must make independent determinations highlighted in step # 3 below.

3. General Counsel or designee determines applicable legal and related considerations.

- a. Is the information designated as "confidential" under any federal, state, local law or regulation, or City policy, or agency executive order, manual, or guidance documents? Consider each data category and data element.
- b. Are there any statutory or regulatory restrictions on the redisclosure of the requested information?
- c. Are there any statutory or regulatory requirements that disclosure be limited to the "minimum necessary"?
- d. Is the third party legally authorized to receive any, some, or all of the information?
- e. Does the agency have written consent on file to release the information for the purposes requested?

f. Can the request be satisfied without disclosing any personally identifiable information, or by minimizing the disclosure?

i. If YES, consult with agency counsel to discuss limiting scope of request.

g. Is there a legally or other mandated timeframe for the disclosure?

h. Are there any legal requirements to provide notice to individuals whose identifiable data is requested?

4. Based on applicable legal and related considerations in steps # 2 and 3, the General Counsel or designee determines whether the third party must or may lawfully receive all or part of the information.

a. If agency cannot legally disclose requested information, DO NOT DISCLOSE.

b. If the agency is permitted but not required by law to disclose the requested information, consult agency policies and senior officials to determine appropriateness and scope of disclosure.

i. If MOCS determines disclosure is not appropriate, DO NOT DISCLOSE.

ii. If MOCS determines disclosure is appropriate, in whole or in part, consider whether any redaction is required and proceed to step # 5 below.

c. If the agency is required by law to disclose the requested information, in whole or in part, consider whether any redaction is required and proceed to step # 5 below.

5. Determine method for securely transmitting data authorized for disclosure to third party, in consultation with senior agency IT personnel.

a. Confirm disclosure decision and transmission method with the General Counsel or designee.

b. Employee authorized by the General Counsel coordinates data transfer using secure protocols.

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	Finance	MOCS collects identifying information from employees as needed to schedule travel, verify travel expenses, and process reimbursements.	Pre-approved as routine	MOCS retains this information as supporting documentation to justify expenses and for audit purposes.
2	Human Resources and other Personnel Matters	MOCS collects intern and prospective employee resumes, which includes identifying information, from candidates.	Pre-approved as routine	MOCS collects this information to verify experience and expertise of job candidates.
3	Procurement	MOCS enters into Non-Disclosure Agreements (NDA) with contractors and consultants, as necessary. The NDAs contain identifying information on the consultant. MOCS also collects consultant resumes.	Pre-approved as routine	MOCS collects this identifying information to verify experience and expertise of consultants and to secure NDAs from consultants and contractors.
4	Human Resources and other Personnel Matters	MOCS collects and retains various personnel-related information and records in the performance of core administrative and human resource functions.	Pre-approved as routine	MOCS collects and retains this information for efficient workplace operations and personnel well-being.
5	Office Administration	MOCS collects identifying information from vendors who deliver packages to MOCS' office at 255 Greenwich.	Pre-approved as routine	MOCS' collection of delivery information enhances security, transparency, and accountability.
6	Office Administration	MOCS collects identifying information from external mail correspondence and telephone messages to MOCS staff. MOCS also logs identifying information on all public visitors.	Pre-approved as routine	MOCS ensures efficient and secure communication by collecting and logging information.



7	Client or Customer Service	MOCS collects identifying information through emails from individuals with questions about, and feedback on, HHS Accelerator, PASSPort, and Nonprofit Assistance initiatives.	Pre-approved as routine	MOCS responds to agency and vendor inquiries and collects personal information as part of the intake process to triage user questions.
8	Procurement	MOCS collects and retains identifying information on contractors' business, principal owners, officers, managerial employees, and board members of vendors and providers.	Pre-approved as routine	This information is collected by MOCS to conduct vendor integrity checks.
9	Research	MOCS collects and retains information submitted to SurveyMonkey, an online survey platform used to gather information about vendors and agency users of our PASSPort and Accelerator platforms.	Pre-approved as routine	MOCS uses the feedback to understand stakeholder experience and tailor service offerings.
10	Procurement	MOCS collects and retains information submitted to Eventbrite.com which captures information for training participations who register for sessions. Vendors and Agency users enter information prior to attending training sessions.	Pre-approved as routine	Information collected may be used to contact participants before or after sessions.
11	Procurement	MOCS collects identifying information from individuals requesting access to use PASSPort and HHS Accelerator.	Pre-approved as routine	MOCS facilitates secure access and user management by collecting information from individuals requesting access.
12	Procurement	MOCS collects identifying information during meetings and trainings between MOCS and agencies.	Pre-approved as routine	MOCS supports effective meeting and training management by collecting identifying information to track participation and ensure agency coordination.

13	Compliance	MOCS collects the name, employer, home address and date of birth for each Principal Officer, Owner and Manager from entities filing Doing Business Data Forms.	Pre-approved as routine	The Local Law 34 Certifications from PASSPort and the DBDFs are retained according to the DBA/MOCS policy approved by DORIS.
14	Compliance	MOCS collects sign-in sheets and transcripts from public hearings and/or public meetings.	Pre-approved as routine	MOCS aims to create accurate public record by collecting attendance sheets.
15	Human Resources and other Personnel Matters	MOCS collects identifying information about city employees who register and/or complete Professional Training Institute training sessions. MOCS also collects identifying information of trainers who lead Professional Training Institute training sessions.	Pre-approved as routine	MOCS supports training administration by collecting identifying information of both participants and trainers.
16	Human Resources and other Personnel Matters	MOCS collects identifying information about employees to the office security system vendor.	Pre-approved as routine	MOCS performs this to manage and secure the office's physical access security system.
17	Human Resources and other Personnel Matters	MOCS collects limited identifying information from financial institutions and prospective employers about MOCS personnel.	Pre-approved as routine	MOCS collects this information for verification of employment requests.
18	Procurement	MOCS collects identifying information of principals and vendors from various Citywide systems such as FMS.	Pre-approved as routine	MOCS collects this information to support application development and maintenance.
19	Technology	MOCS collects identifying information from employee personal devices, including cell phones, laptops, and tablets, to effectively manage device administration and user assignments.	Pre-approved as routine	MOCS collects GPS location on work cell phones to assist in lost or stolen reports.
20	Client or Customer Service	MOCS collects vendor names and phone numbers to reach out to them.	Pre-approved as routine	MOCS collects this information to troubleshoot system issues.

21	Office Administration	MOCS collects employee names and facial photographs for the purposes of creating Identification Badges.	Pre-approved as routine	MOCS collects this information to allow its employees to gain access to both the building and the actual MOCS facility.
22	Public Safety and Health	MOCS retains employee phone number information for phone trees and emails.	Pre-approved as routine	MOCS collects this information in case of agency closures due to emergency or weather-related event requiring staff to engage in non-regular activity.
23	Procurement	MOCS collects the name and business contact information, including professional address, of a vendor and retains it in procurement documentation and files.	Pre-approved as routine	MOCS facilitates procurement management and record-keeping by collecting and retaining vendor contact information in documentation and files.
24	Technology	MOCS collects and retains database information from various enterprise resource planning and procurement systems across the City.	Pre-approved as routine	MOCS collects this information to support application development and maintenance.
25	Procurement	MOCS collects vendor organization details and executive office contact information in the pre-qualification module. Agency users access HHS Accelerator using their Citywide LDAP account which includes identifying information. The information is collected at registration to the application and updated by the vendor organization as needed.	Pre-approved as routine	MOCS collects organizational details to validate vendor eligibility for RFP submissions. This identifying information is collected to support the business requirements of the application for the RFP review process. Collected information persists in the HHS Accelerator application database for audit history and reporting.
26	Human Resources and other Personnel Matters	MOCS collects and retains data on employee demographics quarterly for internal use only.	Pre-approved as routine	MOCS collects this information to support internal analysis and planning.
27	Procurement	MOCS collects and retains the name, agency, email, and work phone number of the Agency Chief Contracting Officers	Pre-approved as routine	The information is used to communicate efficiently with ACCOs and DACCOs, and

		(ACCOs) and Deputy Agency Chief Contracting Officers (DACCOs). MOCS also collects and retains the name, agency, and email addresses of each agency CDO and M/WBE Officer.		to transmit M/WBE-related procurement changes.
28	Client or Customer Service	MOCS collects and retains information submitted to GovDelivery, a platform used for outgoing email blasts to vendors and agencies. Email lists are gathered by user groups and retained without profile information.	Pre-approved as routine	MOCS utilizes communication and maintained email lists for efficient outreach while minimizing personal details.
29	Procurement	MOCS collects adverse information (like arrests and criminal convictions) into PASSPort. Adverse information may be found in public records, press releases, and may be correlated with other information found independently through research. Records are stored securely in MOCS's restricted access SharePoint file.	Pre-approved as routine	MOCS enhances risk management by collecting adverse information that may later be disclosed via PASSPort for informed decision-making and compliance.
30	Procurement	MOCS collects information submitted by nonprofit vendors in the Request for Written Consent for a Waiver of the Anti-Nepotism provision of the Human Services Standard Contract. The information collected includes company hiring and financial records. MOCS may collect additional information to support these requests through email.	Pre-approved as routine	MOCS supports compliance with anti-nepotism regulations by collecting and reviewing nonprofit vendors' hiring and financial records for waiver requests.
31	Compliance	The name, employer, home address and date of birth for each Principal Officer, Owner and Manager is retained by MOCS	Pre-approved as routine	MOCS maintains updated public records by retaining personal details in the Doing

		in the Public Portal of the Doing Business Database (DBDB) until it is updated by a new DBDF, PASSPort Local Law 34 Certification or a removal form.		Business Database until modified by new certifications or removal forms.
32	Procurement	MOCS tracks adverse information for vendors and individuals who do not have PASSPort profiles and monitors existing PASSPort profiles. This adverse information could include arrests and criminal convictions.	Pre-approved as routine	This is done to ensure information known to MOCS is adequately disclosed if and when a new PASSPort account is filed if appropriate.
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	<i>Type of Collection</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Collection.</i>
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	<i>Type of Collection</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Collection.</i>
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