

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:	Manhattan Community Board 4	Date of Report:	7/29/22
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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 checked="" type="checkbox"/> Employer information <input checked="" 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):</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.

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 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 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 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 for human resource functions supports the community board's duty to appoint board members, a district manager, and other staff as needed.
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 checked="" type="checkbox"/> Routine <input 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):

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

Yes No

If yes, describe:

MCB4 follows the Model Citywide Protocols for Handling Third Party Requests for Information. MCB4 has no additional Policy.

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

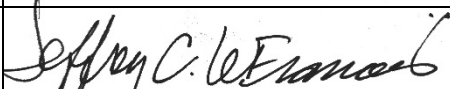
5. Does the community board utilize legal agreements for the disclosure of identifying information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe how and when the board uses them:</u>
6. Does the community board have policies addressing when to classify disclosures as routine or as needed in exigent circumstances (such as emergencies)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe:</u>
(a) Does the community board have policies addressing access to identifying information by employees, contractors, and subcontractors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe:</u>
(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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
(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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
(d) Has the community board considered or implemented any alternative policies to minimize the disclosure of identifying information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>If yes, describe:</u>

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)?

All staff make disclosure of identifying information in furtherance of their job responsibilities.

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.	<input checked="" type="checkbox"/> 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): Jeffrey LeFrancois			
Title:	Chair of the Board		
Email:	cb4chair@gmail.com	Phone:	212-736-4536
Electronic Signature:		Date:	07/29/22