

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 (<u>APO Designation of Collection and Disclosures as "Routine"</u>) 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 <u>Worksheet 1</u> for all new and existing collections between 2022-2024;
- Use Forms 2 & 5 to complete <u>Worksheet 2</u> 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	Michael Fitzpatrick	April 2024
	enhancements, and miscellaneous clarifying	Chief Privacy Officer, City of New	
	revisions.	York	
3.0	Updated completion date; miscellaneous clarifying	Aaron Friedman	April 2022
	revisions.	Principal Senior Counsel	
		Office of Information Privacy	
2.0	Updated completion date; miscellaneous clarifying	Laura Negrón	April 2020
	revisions.	Chief Privacy Officer, City of New	
		York	
1.0	First Version	Laura Negrón	April 2018
		Chief Privacy Officer, City of New	
		York	



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

1. Agency: Campaign Finance Board

2. APO Contact Details

a. Name: Joseph Gallagher

b. Title: Interim General Counsel

c. Email: jgallagher@nyccfb.info

d. Telephone: 212-409-1865

COLLECTIONS

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

2

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*<u>Citywide Privacy Protection Policies and Protocols § 3.1</u>.

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

2

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 <u>Citywide Privacy Protection Policies and Protocols § 3.1</u>.

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



9.	policies local p	te from the Citywide Privacy Protection Policies and Protocols, what are the agency's regarding requests for disclosures from other City agencies, local public authorities or ublic benefit corporations, and third parties? Please summarize or upload a copy of the See N.Y.C. Admin. Code § 23-1205(a)(1)(c)(1).
10.		divisions of employees within the agency make disclosures of identifying information ng the approval of the privacy officer? See § N.Y.C Admin. Code § 23-1205(a)(1)(c)(4).
11.		categories of employees within the agency make disclosures of identifying information ng the approval of the privacy officer? See § N.Y.C Admin. Code § 23-1205(a)(1)(c)(4).
12.		y of the agency's policies address access to identifying information by employees, ctors, and subcontractors? See § N.Y.C. Admin Code § 23-1205(a)(4).
	0	Yes – GO TO QUESTION 13
	•	No – GO TO QUESTION 16
13.	employ	ese policies state that access to identifying information must be necessary for the rees, contractors, and subcontractors to perform their duties? See N.Y.C. Admin Code 205(a)(4).
	0	Yes – GO TO QUESTION 14
	0	No – GO TO QUESTION 16
14.		ese policies implemented so that access is limited to the greatest extent possible, but also s the purpose or mission of the agency?
	0	Yes – GO TO QUESTION 15
	0	No – GO TO QUESTION 16



15.		be how access is limited to the greatest extent possible while furthering the purpose or of the agency.
	City ag	arize or upload the agency's current policies for handling proposals for disclosures to other encies, local public authorities, or local public benefit corporations, and third parties. See admin Code § $23-1205(a)(1)(c)(2)$.
	necess	arize or upload the agency's current policies regarding the classification of disclosures as itated by the existence of exigent circumstances or as routine. See N.Y.C Admin Code $205(a)(1)(c)(3)$.
		022, has the agency considered or implemented , where applicable, policies that minimize
		lection, retention, and disclosure of identifying information to the greatest extent possible urthering the purpose or mission of the agency? See N.Y.C Admin Code § 23-1205(a)(3).
	•	Yes – GO TO QUESTION 19
	0	No – GO TO QUESTION 20
	minimi	arize the policies that the agency has considered or implemented regarding data zation for the collection, retention, and disclosure of identifying information. See N.Y.C 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

Joseph Gallagher Name:

Interim General Counsel Title:

jgallagher@nyccfb.info Email:

Phone: 2124091865

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Paul Ryan Name:

Executive Director Title:

pryan@nyccfb.info Email:

2124091810 Phone:

Date: 10/11/2024Signature: Paul Ryan
Paul Ryan (Oct 11, 2024 17:00 EDT)

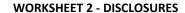


Describe the following types of disclosures. Note, you may have multiple disclosures of the same type.

	DISCLOSURES				
	Type of Disclosure Compliance	Describe the Specific Activity To comply with the legally mandated disclosure requirements relating to independent spenders. In this reporting, the CFB clarifies that this	Classification Pre-approved as routine	Describe the agency purpose or mission served by this Disclosure. The disclosure of information relating to independent spenders is required under the City Charter § 1052(a)(15). By collecting and disclosing this type of information, the CER	Was this disclosure made pursuant to an external request? No
1		includes individuals and entities/organizations who contribute to contributors to independent spenders. The identifying information here comprises name, address, contact information, employment status, employment information, and purpose and amount of expenditure.		information, the CFB enables the public to track how money from these outside organizations or individuals is raised and spent to influence the outcome of City elections.	

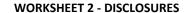


2	Education	To provide candidate/campaign-related information for the Voter Guide to the vendor by creating an application to ease the process by which candidates submit data for the Voter Guide.	Pre-approved as routine	The disclosure of this information furthers the purpose and mission of the agency by ensuring that the CFB complies with City laws mandating the creation/publication of the Voter Guide and other related materials and to help voter education. With this type of disclosure, the CFB can provide essential candidate information in a more accessible manner and will hopefully reach a wider audience as well.	No
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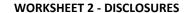


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	Type of Disclosure	Describe the Specific	Classification	Describe the agency	Was this disclosure
		Activity		purpose or mission served	made pursuant to an
				by this Disclosure.	external request?
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30 31 32 33 34 35 36 37	Choose an item.		Choose an item.		Choose an item.



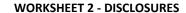


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	Type of Disclosure	Describe the Specific	Classification	Describe the agency	Was this disclosure
		Activity		purpose or mission served	made pursuant to an
				by this Disclosure.	external request?
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	Type of Disclosure	Describe the Specific	Classification	Describe the agency	Was this disclosure
		Activity		purpose or mission served	made pursuant to an
				by this Disclosure.	external request?
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99	Choose an item.	Choose an item.	Choose an item.
100	Choose an item.	Choose an item.	Choose an item.



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

	Type of Entity	Name of Entity
1	Choose an item.	[free text]
2	Federal Agency	
3	Choose an item.	
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	Type of Entity	Name of Entity
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	Type of Entity	Name of Entity
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	Type of Entity	Name of Entity
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OPTIONAL QUESTION: Using the table below, describe any proposals for disclosures of identifying information that your agency declined to approve.

	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
1	Choose an item.	[free text]	[free text]	[free text]
2	Choose an item.			
3	Choose an item.			
4	Choose an item.			
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25	Choose an item.			



	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
26	Choose an item.	[free text]	[free text]	[free text]
27	Choose an item.			
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	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
54	Choose an item.	[free text]	[free text]	[free text]
55	Choose an item.			
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	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
82	Choose an item.	[free text]	[free text]	[free text]
83	Choose an item.			
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87	Choose an item.			
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94	Choose an item.			
95	Choose an item.			
96	Choose an item.			
97	Choose an item.			
98	Choose an item.			
99	Choose an item.			
100	Choose an item.			



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	Compliance	The collection of compliance information from specific individuals and entities/organizations contributing to independent spenders' contributors.	Pre-approved as routine	The CFB's 2023 reporting relating to this area of identifying information specifically addressed campaign contributors, independent spenders, and contributors to independent spenders (including vendors who make independent expenditure contributions). This reporting further clarifies that the identifying information collected, retained, or disclosed extends to this other group. The use of identifying information there furthers the purpose or mission of the CFB by allowing the agency to publish information about money raised and spent in City elections. This information is essential for the CFB to bring greater transparency to the democratic process in NYC, a		



				<u> </u>
				central part of the CFB's
				mission. Furthermore, the
				disclosure of information
				relating to independent
				spenders, including individuals
				and entities/organizations who
				contribute to the contributors
				of independent spenders, is
				required under the City Charter
				§ 1052(a)(15).]
	None of the above	Voter information.	Pre-approved as routine	The CFB's 2023 reporting
				relating to this area of
				identifying information
				specifically addressed campaign
				contributors, independent
				spenders, and contributors to
				independent spenders
				(including vendors who make
				independent expenditure
2				contributions). This reporting
				further clarifies that the
				identifying information
				collected, retained, or disclosed
				extends to this other group.
				The use of identifying
				information here furthers the
				purpose or mission of the CFB
				by allowing the agency to
				publish information about



			money raised and spent in City elections. This information is essential for the CFB to bring greater transparency to the democratic process in NYC, a central part of the CFB's mission. Furthermore, the disclosure of information relating to independent spenders, including individuals and entities/organizations who contribute to the contributors of independent spenders, is required under the City Charter § 1052(a)(15).
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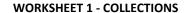
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	Type of Collection	Describe the Specific Activity	Classification	Describe the agency purpose or
				mission served by this Collection.
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