

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: Mayor's Office of Media and Entertainment

2. APO Contact Details

a. Name: Mohar Ray

b. Title: General Counsel

c. Email: mray@media.nyc.gov

d. Telephone: 212-602-7461

COLLECTIONS

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

1

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	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).			



DISCLOSURES

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

0

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	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)):			
The City's television and radio station routinely collects, retains and discloses audio and audio-visual footage				
*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).				



9.	policies local pu	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.		of the agency's policies address access to identifying information by employees, stors, and subcontractors? See § N.Y.C. Admin Code § 23-1205(a)(4).
	•	Yes – GO TO QUESTION 13
	0	No – GO TO QUESTION 16
13.	employ	use 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 105(a)(4).
	•	Yes – GO TO QUESTION 14
	0	No – GO TO QUESTION 16
14.		se policies implemented so that access is limited to the greatest extent possible, but also s the purpose or mission of the agency?
	•	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

Name: Mohar Ray

Title: General Counsel

Email: mray@media.nyc.gov

Phone: 2126027461

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Name: Lori Barrett-Peterson

Title: Chief Operating Officer

Email: lbarrettpeterson@media.nyc.gov

Phone: 212-602-7418

Signature: L. Burett-Petuson Date: 08/06/2024



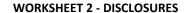
Describe the following types of collections. *Note, you may have multiple collections of the same type.*

	COLLECTIONS						
	Type of Collection	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Collection.			
1	None of the above	MOME views SBS' Workforce Tracker database which contains the PII of MOME's Workforce Development program participants.	Pre-approved as routine	MOME's mission includes making NYC's creative industry accessible to all. MOME's use of the Workforce Tracker database allows MOME to assess the success of the program by number of participants, number of job placements, and use of the program training courses and job placements by zip code to inform MOME's program strategy.			



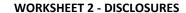
Describe the following types of disclosures. Note, you may have multiple disclosures of the same type.

	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	Choose an item.	[free text]	Choose an item.	[free text]	Choose an item.
2	Choose an item.		Choose an item.		Choose an item.
3	Choose an item.		Choose an item.		Choose an item.
4	Choose an item.		Choose an item.		Choose an item.
5	Choose an item.		Choose an item.		Choose an item.
6	Choose an item.		Choose an item.		Choose an item.
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12	Choose an item.		Choose an item.		Choose an item.
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16	Choose an item.		Choose an item.		Choose an item.
17	Choose an item.		Choose an item.		Choose an item.
18	Choose an item.		Choose an item.		Choose an item.
19	Choose an item.		Choose an item.		Choose an item.
20	Choose an item.		Choose an item.		Choose an item.
21	Choose an item.		Choose an item.		Choose an item.
22	Choose an item.		Choose an item.		Choose an item.
23	Choose an item.		Choose an item.		Choose an item.
24	Choose an item.		Choose an item.		Choose an item.





	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?
25	Choose an item.	[free text]	Choose an item.	[free text]	Choose an item.
26	Choose an item.		Choose an item.		Choose an item.
27	Choose an item.		Choose an item.		Choose an item.
28	Choose an item.		Choose an item.		Choose an item.
29	Choose an item.		Choose an item.		Choose an item.
30	Choose an item.		Choose an item.		Choose an item.
31	Choose an item.		Choose an item.		Choose an item.
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51	Choose an item.		Choose an item.		Choose an item.





	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?
52	Choose an item.	[free text]	Choose an item.	[free text]	Choose an item.
53	Choose an item.		Choose an item.		Choose an item.
54	Choose an item.		Choose an item.		Choose an item.
55	Choose an item.		Choose an item.		Choose an item.
56	Choose an item.		Choose an item.		Choose an item.
57	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?
79	Choose an item.	[free text]	Choose an item.	[free text]	Choose an item.
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99	Choose an item.		Choose an item.		Choose an item.
100	Choose an item.		Choose an item.		Choose an item.

Please add additional rows, if needed



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	Federal Agency	[free text]
2	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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Please add additional rows, if needed



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.			
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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
26	Choose an item.	[free text]	[free text]	[free text]
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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]
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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]
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100	Choose an item.			

Please add additional rows, if needed