

AGENCY REPORT

(due on or before July 31, 2018, and by July 31 every two years thereafter)

Agency:	Landmarks Preservation Commission		
Agency Privacy Officer:	Mark A. Silberman		
Email:	msilberman@lpc.nyc.gov	Telephone:	212.669.7919
Date of Report:	July 30, 2018		

1. Specify the types of identifying information collected, retained, and disclosed by the agency

Check all that apply.

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Date of Birth
<input checked="" type="checkbox"/> Current and/or previous home addresses	<input type="checkbox"/> Place of Birth
<input type="checkbox"/> Gender identity	<input checked="" type="checkbox"/> Race
<input type="checkbox"/> Sexual orientation	<input checked="" type="checkbox"/> Marital or partnership status
<input checked="" type="checkbox"/> Contact information (e.g., phone or email)	<input checked="" type="checkbox"/> Citizenship/immigration status
<input type="checkbox"/> Religion	<input type="checkbox"/> Nationality
<input checked="" type="checkbox"/> Employment status	<input type="checkbox"/> Country of origin
<input checked="" type="checkbox"/> Employer information	<input type="checkbox"/> Languages spoken
<input checked="" type="checkbox"/> Employment address	<input type="checkbox"/> Social media account information
<input type="checkbox"/> Motor vehicle information	<input type="checkbox"/> Income tax information
<input type="checkbox"/> Biometric information	<input type="checkbox"/> Any scheduled court appearances
<input type="checkbox"/> Eligibility for/receipt of public assistance or city services	<input checked="" type="checkbox"/> Arrest record or criminal conviction
<input type="checkbox"/> Status as victim of domestic violence or sexual assault	<input type="checkbox"/> Status as crime victim or witness
<input type="checkbox"/> Date and/or time of release from custody of ACS, DOC, or NYPD	<input type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor
<input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD	<input checked="" type="checkbox"/> Social Security Number
<input type="checkbox"/> Other:	

N.Y.C. Admin. Code §23-1205(1)(a)

2. Specify the reasons why collection and retention of identifying information specified above furthers the purposes or mission of your agency.

All collection and retention activities are related to core agency functions. These functions include personnel, administration, hiring, procurement, designation and regulation of properties, and enforcement. There is also a federally-funded grant program for low income and nonprofit owners.

N.Y.C. Admin. Code §23-1205(1)(f)

3. Describe the types of collections and disclosures classified as: (1) pre-approved as “routine,” (2) pre-approved as routine by APOs of two or more agencies, or (3) approved by the APO on a case-by-case basis.

Add additional rows as needed.

Describe the Collection or Disclosure	Classification Type
All collection and retention activities are related to core agency functions. These functions include personnel, administration, hiring, procurement, designation and regulation of properties, and enforcement. There is also a federally-funded grant program for low income and nonprofit owners.	<input checked="" type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis
	<input type="checkbox"/> Pre-approved as routine <input type="checkbox"/> Approve as routine by two or more agencies <input type="checkbox"/> Approved by APO on a case-by-case basis

N.Y.C. Admin. Code §23-1205(1)(b)

4. If applicable, specify the types of collections and disclosures approved by the Chief Privacy Officer.

Add additional rows as needed.

Describe Type of Collection or Disclosure

N.Y.C. Admin. Code §23-1205(1)(b)

5. Describe the agency’s current policies regarding requests for disclosures from other City agencies, local public authorities or local public benefit corporations, and third parties.

The LPC doesn’t collect a lot of identifying information on individuals other than owners of property being considered for designation, owners seeking a permit from the LPC, owners of property where a violation may occur, and information related to employment and procurement. All collection and disclosures are pre-approved because they are collected as part of the core function of the agency or as required by another agency or entity. Disclosure is only pursuant to FOIL or as required by another entity (OMB, Operations, federal or state government) to an entity approved by them.

6. Do the above policies address access to or use of identifying information by employees, contractors, and subcontractors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. If YES, do such policies specify that access to such information must be necessary for the performance of their duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Describe whether the policies are implemented in a manner that minimizes such access to the greatest extent possible while furthering the purpose or mission of the	Yes.
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agency.

N.Y.C. Admin. Code §§23-1205(1)(c)(1), and (4)

9. Describe the agency's current policies for handling proposals for disclosures of identifying information to other City agencies, local public authorities or local public benefit corporations, and third parties.

Disclosure is only pursuant to FOIL or as required by another entity (OMB, Operations, federal or state government) to an entity approved by them.

N.Y.C. Admin. Code §23-1205(1)(c)(2)

10. Describe the agency's current policies regarding the classification of disclosures as necessitated by the existence of exigent circumstances or as routine.

We haven't had to do this yet. Given our mandate it is very unlikely that we will have to classify disclosures in this manner.

N.Y.C. Admin. Code §23-1205(1)(c)(3)

11. Describe the agency's current policies regarding which divisions and categories of employees within an agency make disclosures of identifying information following the approval of the privacy officer.

Disclosure is only pursuant to FOIL or as required by another entity (OMB, Operations, federal or state government) to an entity approved by them.

N.Y.C. Admin. Code §23-1205(1)(c)(4)

12. Describe whether the agency has considered or implemented, where applicable, any alternative policies that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the purpose or mission of such agency.

No.

N.Y.C. Admin. Code §23-1205(4)

13. Describe the agency's use of agreements for any use or disclosure of identifying information.

We have none.

N.Y.C. Admin. Code §23-1205(1)(d)

15. Describe the impact of the Identifying Information Law and other applicable laws upon your agency's practices in relation to collection, retention, and disclosure of identifying information.

Given the LPC's limited mandate and jurisdiction, and the fact little identifying information is needed to perform its core functions, the impact of the Identifying Information Law has been minimal.

N.Y.C. Admin. Code §23-1205(2)

16. Describe the impact of any privacy policies and protocols issued by the Chief Privacy Officer or the Identifying Information Committee, as applicable, upon your agency's practices in relation to the collection, retention, and disclosure of identifying information.

None

N.Y.C. Admin. Code §23-1205(3)


APPROVAL SIGNATURE FOR AGENCY REPORT

Preparer of Agency Report:

Name:	Mark A. Silberman		
Title:	General Council, APO		
Email:	msilberman@lpc.nyc.gov	Phone:	212.669.7919

SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Agency Head (or designee):

Name:	Sarah Carroll		
Title:	Executive Director		
Email:	scarroll@lpc.nyc.gov	Phone:	212.669.7902
Signature:		Date:	July 31, 2018

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