Mayor's Office of Information Privacy

Quarterly Report of the Chief Privacy Officer on Agency Disclosures Made Under Exigent Circumstances or in Violation of the Identifying Information Law*

Reporting Period: March 16, 2019 through June 15, 2019

*This report is compiled in accordance with the requirements of Section 23-1202 of the New York City Administrative Code, which requires the Chief Privacy Officer to submit a quarterly report containing an anonymized compilation or summary of such disclosures to the Speaker of the City Council.

Description	Total
Total number of disclosure(s) reported by agencies as made under exigent circumstance(s): (N.Y.C. Admin. Code § 23-1202(d)(2))	0
Total number of disclosure(s) reported by agencies as made in violation of the Identifying Information Law: (N.Y.C. Admin. Code § 23-1202(c)(4))	10

For the reporting period March 16, 2019 through June 15, 2019, City agencies and offices have reported disclosures made under exigent circumstances or in violation of the Identifying Information Law as summarized below.

Type of disclosure reported	Summary description
Disclosure in Violation of the Identifying Information Law	Source agency inadvertently emailed an internal agency report to a private company, related to an application made to the City by the private company. The internal agency report that was disclosed contained identifying information of certain individuals relevant to the private company's application. Source agency requested that the private company permanently destroy the report, and the private company certified in writing that it complied with the request.
Disclosure in Violation of the Identifying Information Law	Agency employee disclosed confidential license and related information belonging to the licensee to an unauthorized person. Source agency reported that because such disclosure was made for personal purposes, it will determine appropriate employee disciplinary action.
Disclosure in Violation of the Identifying Information Law	Inadvertent emailing of client information to incorrect client. Source agency reported preparing notification to the affected individual. Source agency also reported taking steps to discipline and retrain the individual responsible for the mistaken email.
Disclosure in Violation of the Identifying Information Law	Improper indexing of client information allowed one of source agency's clients to view another client's case information. Client who accessed the information re-disclosed a document containing this information during a formal legal proceeding. Source agency requested that the court record be sealed, and is determining whether notification to the affected individual should be made.
Disclosure in Violation of the Identifying Information Law	Three (3) agency instances of inadvertent mailing of other persons' private information to individuals who requested information. The CPO and Agency Privacy Officer will further discuss the circumstances around these disclosures to determine appropriate preventive steps the agency can take.

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Disclosure in Violation of the Identifying Information Law	Inadvertent mailing of letter to client regarding agency services received by the client, despite the client having requested that no letters be mailed to the client. CPO and Agency Privacy Officer discussed agency plans to improve training to relevant employee.
Disclosure in Violation of the Identifying Information Law	Inadvertent mailing of an individual's personal information to another individual requesting their own information. The CPO and Agency Privacy Officer will further discuss the circumstances surrounding these disclosures to determine appropriate preventive steps the agency will take.
Disclosure in Violation of the Identifying Information Law	Inadvertent mailing of documents pertaining to an individual's administrative proceeding to another individual. The individual returned the packet that was mistakenly sent. Source agency reports looking into whether the disclosure was caused by worker or system error.

Submitted by: Laura Negrón Laura Negrón 2019.06.24 10:26:45 -04'00' **Date:** June 24, 2019

Laura Negrón
Chief Privacy Officer, City of New York