

Community Board No.16 Brooklyn

Identifying Information Law Policy

(Effective July 29, 2026)

This disclosure is intended to be copied, saved, or downloaded as part of Brooklyn Community Board No. 16's Identifying Information Law policy. Community Board 16 serves the Ocean Hill-Brownsville community in Brooklyn and operates under the authority and responsibilities set forth by the New York City Charter. This document adheres to the following NYC Administrative Codes:

- I. N.Y.C. Admin. Code § 23-1205(a)(1)(c)(1) - Policies regarding requests for disclosures from other city agencies, local public authorities or local public benefit corporations, and third parties***
- II. N.Y.C Admin Code § 23-1205(a)(1)(c)(2) - Policies regarding proposals for disclosures to other city agencies, local public authorities or local public benefit corporations, and third parties***
- III. N.Y.C Admin Code § 23-1205(a)(1)(c)(3) - Policies regarding the classification of disclosures as necessitated by the existence of exigent circumstances or as routine***
- IV. N.Y.C Admin Code § 23-1205(a)(1)(c)(4) - Policies for which divisions and categories of employees within an agency make disclosures of identifying information following the approval of the privacy officer***
- V. N.Y.C Admin Code § 23-1205(a)(1)(d) - Policies for the use of agreements regarding the anticipated use and any potential future use of identifying information disclosed***
- VI. N.Y.C Admin Code § 23-1205(a)(4) - Policies on access to identifying information by employees, contractors, and subcontractors***
Agencies are encouraged to publish the protocols on their public-facing websites

Policy	Administrative Code	Policy Summary
CB16 Policy on Requests for Disclosure of Identifying Information	N.Y.C. Admin. Code § 23-1205(a)(1)(c)(1)	Requests for Community Board 16 employees or designated personnel to disclose identifying information from other city agencies, local public authorities, local public benefit corporations, or third parties must be reviewed for lawful purpose, necessity, minimum scope, and consistency with Community Board 16’s public service mission.
CB16 Policy on Proposals to Disclose Identifying Information	N.Y.C. Admin. Code § 23-1205(a)(1)(c)(2)	Any proposed disclosure of identifying information by Community Board 16 employees or designated personnel must be documented, reviewed by the designated privacy officer or appropriate authorized staff, and limited to information necessary to fulfill the stated governmental purpose.
CB16 Policy on Routine and Exigent Circumstance Disclosures	N.Y.C. Admin. Code § 23-1205(a)(1)(c)(3)	Disclosures must be classified as routine or exigent. Routine disclosures from Community Board 16 employees or designated personnel follow standard review procedures. Exigent disclosures may occur only when necessary to address urgent circumstances and must be documented after the disclosure as soon as practicable.
CB16 Policy on Authorized Divisions and Employees	N.Y.C. Admin. Code § 23-1205(a)(1)(c)(4)	Only authorized Community Board 16 employees or designated personnel may access or disclose identifying information, and only after approval consistent with the role of the privacy officer and applicable City privacy requirements.
CB16 Policy on Disclosure Agreements and Future Use	N.Y.C. Admin. Code § 23-1205(a)(1)(d)	When identifying information is disclosed by Community Board 16 employees or designated personnel under an agreement, the agreement should identify the anticipated use, any permitted future use, safeguarding expectations, retention limitations, and restrictions on redisclosure.
CB16 Policy on Employee, Contractor, and Subcontractor Access	N.Y.C. Admin. Code § 23-1205(a)(4)	Access to identifying information by employees, contractors, or subcontractors must be limited to those with a need to know, consistent with their duties, applicable contracts, and the purpose or mission of Community Board 16.