

REQUESTING A VISIT TO A DHS SHELTER SITE FOR PRESS/MEDIA or ELECTED OFFICIAL and STAFF

■ **CONFIDENTIALITY AGREEMENT/NON-DISCLOSURE AGREEMENT**

When elected officials and press/media representatives request access to a DHS site for a one-time visit, the visitor must sign a non-disclosure agreement (NDA) or a confidentiality agreement (CA) prior to the visit. All visits are subject to approval at the discretion of DSS.

A. Request Process

Visitors may submit an access request to DSS, DHS or facility staff no **later than seven (7) business days in advance**. Please note that DSS/DHS approves site visits on a case-by-case basis.

1. *Press/Media Representatives*

If the visitor is a member of the press/media, they can request a site visit to the DSS Press Office via e-mail at press@dss.nyc.gov.

2. *Elected Officials*

If the visitor is an Elected Official, they can request a site visit to DSS Intergovernmental Affairs via-email at intergov@dss.nyc.gov.

B. NDA/CA Process Overview

Upon receiving a visitation request, DHS/DSS staff will review the request and approve at their discretion. If the request is approved, all relevant information from the visitor, detailed below, is required to draft an NDA/CA:

- Purpose of the visit (e.g., donation drives, social event, teaching a class, volunteering to help).
- The full name of the entity/entities that will be involved in the visit.
- The full name of the individuals who would like to visit with their role or title and affiliation (e.g., Jane Doe, a volunteer with ABC Charity).
- Date, time, and duration of the visit.
- Whether any photos and/or video will be captured.
- The details on where and how captured photos and/or videos be disclosed/published.
- Whether the visitor obtained valid written consent from clients and/or staff prior to the visit.

Note: At no point is photography and/or videography permitted during a DHS site visit without DHS' prior written approval. If a visitor to a DHS site would like to take photographs and/or videos, additional requirements, such as obtaining DHS client consent, must be met and it may take longer to process the request.

C. Access Process

Once the NDA/CA has been drafted, visitors **must** sign the agreement **before** they are granted access to the DHS site. The visitor may sign the agreement at the front desk.

Prior to entry, visitors must show facility staff the following:

- A valid photo ID; and
- Sign their name upon entry and exit in the site's logbook.

Please note that visitors will be accompanied by a DSS/DHS staff representative.

■ PRESS OR MEDIA REPRESENTATIVES

Press and media representatives ("press representatives") may visit DHS facilities **only** after receiving prior approval from DSS Press Office.¹ All press representatives must agree to and sign an NDA prior to visiting and coming onsite to a DHS shelter.

A representative from DHS/DSS will **always** accompany press representatives on DHS site visits. If there is an issue regarding having a DSS/DHS representative accompany during the visit, DSS/DHS will deny entry of the press representative(s).

■ ELECTED OFFICIALS

Elected officials and their staff may visit DHS facilities **only** after receiving prior permission from DSS Intergovernmental Affairs. Elected Officials must sign a Confidentiality Protocol Form, which is similar to a CA, while all other members in the group accompanying the visit must sign an NDA.

Elected Officials may be accompanied by a **maximum three (3) staff members at each visit** for a total of four (4) individuals in a group of visitors. A representative from DHS/DSS will **always** accompany an Elected Official and their staff during DHS site visits.

¹ As part of the prior approval process, DSS ensures that press members sign confidentiality and/or non-disclosure agreements prohibiting press members from using, disclosing, publishing, and/or posting client information and shelter addresses. Client information includes, but is not limited to: name, public assistance status, temporary housing assistance status, voices, images, and personally identifying information that could be used to identify or locate a client. Clients may consent in writing to a disclosure of their information but at no point can a client consent to disclosing a shelter address to press .

