

Identifying Information Law Complaint Form

Use this form to report a suspected or known violation of the New York City Identifying Information Law by the Office of the Bronx Borough President, or by one of its contractors or subcontractors.

You may submit this form online on the Office's website at bronxboropres.nyc.gov under Services, FOIL & Privacy; by email to privacy@bronxbp.nyc.gov; or by mail to the Agency Privacy Officer, Office of the Bronx Borough President, 851 Grand Concourse, Suite 301, The Bronx, NY 10451. There is no fee. You may submit a complaint anonymously — see Section 1.

Section 1 — Your Contact Information (optional)

You may file anonymously. If you do, leave this section blank. Please note that without contact information we may be unable to ask follow-up questions or tell you the outcome of the investigation.

Name

Email address

Telephone number

Mailing address

Preferred method of contact *(email / telephone / mail / do not contact me)*

Section 2 — Whose Information Is Involved

Are you complaining about your own identifying information, or someone else's?

If someone else's, what is your relationship to that person? *(leave blank if not applicable)*

Section 3 — What Happened

Date you became aware of the circumstances *(MM/DD/YYYY)*

Date the circumstances occurred, if known *(MM/DD/YYYY, or approximate)*

Describe what happened. Include what identifying information was involved, who collected or disclosed it, and to whom it was disclosed, as best you know.

Names of any Office employees, contractors, or subcontractors involved, if known

Have you reported this to anyone else? *(e.g. another City agency, the Chief Privacy Officer, law enforcement)*

Section 4 — Supporting Documentation

You may attach any documents, correspondence, screenshots, or other materials that support your complaint. Do not send original documents — send copies. Please do not include more identifying information than is necessary to explain your complaint.

List of materials attached

Section 5 — Signature

Signature is optional and is not required for the Office to investigate.

Signature

Date

How the Office Uses This Information

The information you provide on this form is identifying information under the New York City Identifying Information Law. The Office of the Bronx Borough President collects it solely to receive, investigate, and resolve your complaint. The Office retains it in accordance with applicable records retention schedules and discloses it only as permitted by the Identifying Information Law and the Citywide Privacy Protection Policies and Protocols — which may include

disclosure to the New York City Chief Privacy Officer, the New York City Law Department, or New York City Cyber Command where their involvement is needed to investigate or respond.

The Agency Privacy Officer must notify the Chief Privacy Officer of your complaint within 24 hours of discovery. No one may retaliate against you for filing a complaint in good faith.

Questions? Contact the Agency Privacy Officer at privacy@bronxbp.nyc.gov or (718) 590-3500.

For office use only — Date received: _____ Logged by: _____ CPO notified (date/time): _____