



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2362 – Fax: (914) 665-6173

MALCOLM CLARK
Chief of Staff

October 3rd, 2025

Honorable City Council
One Roosevelt Square
Mount Vernon, New York 10550
(Through the Office of the Mayor)

Re: Adopting Breach Notification Policy in compliance with **New York State Technology Law Section 208**

Dear Council Members,

The Department of Management Services respectfully request the City Council adopt the attached *Computer System Security Breach Notification Policy* for the City of Mount Vernon.

This policy is prepared in direct alignment with **New York State Technology Law Section 208**, which requires all municipalities to have a clear plan for notifying residents if their personal information is compromised.

Statutory compliance with Section 208 is required and is necessary to protect our residents, ensure transparency, and uphold the City's duty to our citizens.

The proposed policy establishes clear procedures for:

- Defining what constitutes a security breach.
- Ensuring timely notification to affected residents.
- Coordinating with law enforcement and state agencies.
- Outlining acceptable methods of notification; and
- Providing consistent standards across all City departments.

Adopting this policy will help safeguard the public against identity theft, reinforce the City's commitment to accountability, and ensure that Mount Vernon remains in compliance with State law.

I respectfully request the Council's review and approval of the attached legislation. This policy represents a critical step in protecting both city operations and the private information entrusted to us.

Benefits of adopting this policy

- Brings Mount Vernon into statutory compliance with State law.
- Protects residents from identity theft and fraud.
- Provides a clear, transparent process for handling data breaches.
- Ensures City departments follow the same standard procedures.

"The Jewel of Westchester"



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Thank you for your consideration.

Respectfully,

Juan Perez
Management Services Commissioner

cc: Shawyn Patterson-Howard, Mayor
cc: Brian Johnson, Corporation Council
cc: Darren Morton, Comptroller