

**EXEMPTIONS APPLY TO THIS SYSTEM** (see paragraph 9)

1. System Name: Workers Compensation Juris Database System.
2. System Location: (a) Juris Database - Sedgewick Claims Management Services, Inc., 809 Gleneagle Court Suite 211, Towson, MD 21284.
3. Categories of Individuals Covered by System: WMATA employees who file workers' compensation claims.
4. Categories of Records in the System: Employees' workers compensation claims records, including names of employees who file workers' compensation claims, wages, benefits, paid claims, home address, all phone numbers, social security numbers, employee identification numbers, medical information (injuries, causes, pre-existing conditions that may have contributed to injuries), information on claimants' family members, third parties who may have caused injuries, etc.
5. Principal Purpose: To facilitate record keeping and communication concerning all facets of workers' compensation claims, including medical issues, jurisdictional issues, cost containment and reserves; to track job-related injuries/accidents; determine whether job-related injuries/accidents occurred; and whether workers' compensation benefits are warranted.
6. Routine Uses of Records maintained in the System: General Routine Use F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others); H (Disclosure in Connection with Litigation), and to State workers' compensation agencies, and the Social Security Administration for the purpose of determining offsets as specified by law; to Federal, State, or local agencies if necessary to obtain information relevant to WMATA's decision concerning the determination of initial or continuing eligibility for program benefits, including whether benefits have been or are being paid improperly, whether dual benefits prohibited under any federal or state law are being paid, and including salary offset, child support enforcement and debt collection purposes pursuant applicable laws and regulations.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:

**Retrieved by**: By name and claim identification number.

**Storage**: Electronic Database.

**Safeguards**: All records are maintained in a secure, access-controlled database.

**Retention and Disposal**: Records are kept forever, as this is necessary to comply with signatories' laws/regulations and to monitor benefits.

8. Systems Manager/Administrator: Risk Management Information Systems (RIMS) Administrator, SARP, 600 Fifth Street, NW, Washington, DC 20001.

9. Procedure for Notice, Access, and Contesting: Any individual who wants to know whether this system of records contains a record about him/her who wants access to his/her record, or who wants to contest the contents of a record, should make a written request to the **Privacy Administrator, Office of General Counsel, 600 Fifth Street, NW, Washington, DC 20001**. Requesters will be required to provide adequate identification, such as a driver's license, contractor identification card, or a government issued identification document or WMATA employee ID. Requests for correction or amendment must identify the information to be changed and the corrective action sought. Complete Privacy Policy Procedures are set out in WMATA's Privacy Policy Instruction 9.2/0, which is posted on WMATA's website. **To the extent permitted under WMATA's Privacy Policy Instruction 9.2/0, paragraph 9.0, "Exemptions," this system may contain information that is exempt from the provisions that permit access or contest. Exemptions may be complete or partial, depending on the particular exemption applicable. WMATA may in its discretion, however, grant individual requests for access or to contest a record if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect.**

10. Records Source Categories: Employees (claimant, co-workers, and supervisors), contractors (physicians, nurses, case managers, investigators, claims adjusters), and witnesses.