

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

1. System Name: WMATA Employee Identification/SmarTrip® Cards.
2. System Locations: Jackson Graham Building, 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: Current WMATA employees, Retirees, Board Members former Board Members and former Officers.
4. Categories of Records in the system: Names, signatures, payroll numbers, social security numbers, photographs, issue dates, SmarTrip® card numbers, trip data (where enter and exit system), transaction data (value added/deducted to SmarTrip® card and location and date of transaction).
5. Principal Purpose: To provide free transportation to the named individuals and to provide WMATA Board Members and employees with access to WMATA properties. To monitor use of WMATA Employee Identification/SmarTrip® Cards, which are WMATA property, pursuant to WMATA Policy/Instruction 6.10. To verify trip information in the course of employment.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes), C (Disclosure to Requesting Agency), F (Disclosure to Contractors, Grantees and Others) and H (Disclosure in Connection with Litigation) apply to this system. In the course of employment, Trip information from this system may be disclosed as needed to monitor the use of WMATA Employee Identification/SmarTrip® Cards and to verify trip information when there is reasonable suspicion of misuse or violation of personnel policies.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
  - Retrieved by**: Payroll number or assigned numbers for non-employees for non-trip data information; SmarTrip® number and last name for trip data.
  - Storage**: Electronic Databases.
  - Safeguards**: User Name and Password required.
  - Retention and Disposal**: Non-trip data information is active for the life of the ID card; trip data is active for one year and then archived indefinitely.
8. Systems Managers: Antonio King, Supervisor of the ID Office; Adam T. McGavock, Director of Customer Service, Sales and Fare Media, Office of Treasury.
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. Requests for correction or amendment must identify the record 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: WMATA employees, WMATA retirees, Board Members, former Board Members, former Officers and the WMATA Fare System.