

EXEMPTIONS APPLY TO THIS SYSTEM (see paragraph 9)
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1. System Name: Employment Applications and Recruitment Packages
2. System Location: Employment Services Office, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: Applicants for positions at WMATA.
4. Categories of Records in the System: Applications for employment, evaluation and selection information, written questionnaires with interviewee answers, interview evaluations, selection memos, compensation memos, Personnel Action Reports, offers of employment, results of pre-employment testing, background checks (including social security, criminal records and education history), names (applicant, relatives of applicant employed at WMATA, current and former supervisors, references, interviewers and supervisors) , home and work addresses, phone numbers, email addresses, social security numbers, education and training history, work history (including positions, employers, salary history (including pay stubs), job responsibilities, supervisors and reasons for leaving), qualifications (including licenses and certifications), languages spoken, gender, race/ethnicity, criminal convictions, union membership, military service and other personal information provided by applicants.
5. Principal Purpose: To evaluate candidates for WMATA positions.
6. Routine Uses of Records maintained in the System: General Routine Uses A (Disclosure for Law Enforcement Purposes); B (Disclosure Incident to Requesting Information); C (Disclosure to Requesting Agency); D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone); E (Disclosure to a Court or Administrative Body); F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies and Others); G (Disclosures for Administrative Claims, Complaints and Appeals); H (Disclosure in Connection with Litigation); and I (Disclosure to WMATA Unions) apply to this system. We may disclose summary information without individual identifiers from this system to entities/persons conducting personnel studies or developing statistics.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:

Retrieved by: Alphabetically by name;

Storage: Hard copy, currently transitioning toward electronic database;

Safeguards: Hard-copy contained in lockable file cabinet in lockable office in access-controlled building; electronic database will be password-protected on a limited access network;

Retention and Disposal: Information regarding applicants not hired are subject to destruction once four-years old; hired applicant records are not subject to a destruction schedule.

8. Systems Manager/Administrator: Director, Human Resources Management Services, Jackson Graham Bldg., 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, WMATA employee ID, contractor identification card, or a government-issued identification document. 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: Applicants, interviewers, references and supervisors.