

EXEMPTIONS APPLY TO THIS SYSTEM (see paragraph 9)
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1. System Name: Unemployment Files and Log
2. System Location: Human Resource Operations, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: Current and former WMATA employees who have sought unemployment benefits.
4. Categories of Records in the System: Separation records (including resignations, separation personnel action reports), performance records (including appraisals, warnings, reprimands and notices of suspension), drug and alcohol test records (including test results, employee acknowledgment of testing policies), employee acknowledgment of leave policies, notices of requests for unemployment benefits (including requests for separation information and responses thereto), names, addresses, social security numbers, dates of hire and reasons for separation.
5. Principal Purposes: To respond to unemployment benefit claims and administer WMATA's unemployment funds.
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.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:

Retrieved by: Employee's last name;

Storage: Hard copy with electronic log;

Safeguards: Hard copy contained in lockable filing cabinets in lockable file room in access-controlled building; electronic log on password protected personal computer hard-drive;

Retention and Disposal: Hard copy subject to destruction once three years old; electronic log not subject to destruction schedule.

8. Systems Manager/Administrator: Human Resource Operations Administrator, 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: Current and former WMATA employees, supervisors, agencies processing unemployment claims, and information gleaned from personnel files (including medical files) and electronic human resource databases.