

1. System Name: SmartBenefits® Database (Transit Benefits, including parking)/Value Provided by Customers' Employers and Third Party Administrators to transit riders).
2. System Location: Jackson Graham Building, 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: WMATA customers who receive SmartBenefits® from employers or from third party administrators who use the SmartBenefits® platform.
4. Categories of Records in the system: Customers' registered SmarTrip® serial numbers, names, home addresses, email addresses and contact phone numbers; employer information, transit/value benefits assigned to customer and times, dates and locations that transit benefit obtained/uploaded; name and contact information for Customers' Employers and Third Party Administrators.
5. Principal Purpose: To track transit and parking benefits/value; protect against loss of benefits; assist when transit benefits lost; assist employers with management of transit/value benefits; and communicate with customers regarding the SmartBenefits® program.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); F (Disclosure to Contractors, Grantees, and Others); H (Disclosure in Connection with Litigation) apply to this system; and disclosure to Employers, Third Party Administrators and Transit Service Providers that manage transit benefit/value on behalf of some employers when necessary and only what is necessary to reconcile accounts/balances (i.e., no trip data).
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
 - Retrieved by**: Registered SmarTrip® serial number and last name.
 - Storage**: Electronic Database.
 - Safeguards**: All records are maintained in an access controlled electronic database.
 - Retention and Disposal**: Indefinitely; readily available for one year and then archived.
8. Systems Manager: Manager of WMATA Sales Programs.
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.
10. Records Source Categories: Customers, Employers, and Third Party Administrators.