

1. System Name: WMATA Metrorail Station Reserved Parking Records
2. System Location: Jackson Graham Building, 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: Customers and WMATA employees who obtain reserved parking at WMATA Metrorail Stations
4. Categories of Records in the system: Customers' names, addresses, cell phone numbers, credit card information (i.e., credit card numbers and expiration dates), SmarTrip® card number, location of reserved parking spaces.
5. Principal Purpose: To verify and identify individuals and credit card information for reserved parking and to contact individuals to send them parking permits.
6. Routine Uses of Records Maintained in the System: General Routine Use A ((Disclosure for Law Enforcement Purpose), F (Disclosure to Contractors, Grantees, and Others) and H (Disclosure in Connection with Litigation) apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:

Retrieved by: By name.

Storage: Electronic.

Safeguards: User ID and Password required

Retention and Disposal: retained indefinitely.

8. Systems Manager: Angel Cabrera, Manager of Revenue Operations, 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.
10. Records Source Categories: Customers and Employees who obtain reserved parking at WMATA Metrorail Stations.