

## **General Routine Uses Applicable to More than One System of Records**

### **A. Disclosure for Law Enforcement Purposes**

Information from this system of records may be disclosed to appropriate Federal, State, local agencies, or other public entities responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, if the information is relevant to a violation or potential violation of civil or criminal law or regulation within the jurisdiction of the receiving entity.

### **B. Disclosure Incident to Requesting Information**

Information from this system of records may be disclosed to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose of the request, and to identify the type of information requested), when necessary to obtain information relevant to a WMATA decision concerning retention of an employee or other personnel action (other than hiring), retention of a security clearance, the letting of a contract, or the issuance or retention of a grant, or other benefit.

### **C. Disclosure to Requesting Agencies**

Disclosure from this system of records may be made to Federal, State, local, or other public authorities of the fact that this system of records contains information relevant to the retention of an employee, the retention of a security clearance, the letting of a contract, or the obtaining, retaining, or issuing of a license, grant, or other benefit. The other agency or licensing organization may then make a request supported by the written consent of the individual for the entire record if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the agency or to a Federal agency or state or local agency or other public body for criminal, civil, administrative, personnel, or regulatory action.

### **D. Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone.**

Information from this system of records may be disclosed to congressional offices or offices of elected officials in the WMATA transit zone from the records of individuals in response to inquiries from congressional offices or offices of the elected officials made at the request of such individuals.

### **E. Disclosure to Courts or Administrative Bodies**

Information from this system of records may be disclosed in proceedings before courts, adjudicative bodies, or other administrative bodies before which WMATA is authorized to appear or which have oversight authority over WMATA, when:

1. WMATA, or any component thereof; or
2. Any employee of WMATA in his or her official capacity; or

3. Any employee of WMATA in his or her individual capacity where WMATA has agreed to represent the employee; or
4. The United States, if WMATA determines that litigation is likely to affect the WMATA or any of its components,

is a party to litigation or has an interest in such litigation or when WMATA is subject to an investigation, audit, etc., and the use of such records by the WMATA is deemed by WMATA to be relevant and necessary to the litigation, investigation or audit, provided, however, that in each case it has been determined that the disclosure is compatible with the purpose for which the records were collected.

#### F. Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others

Information from this system of records may be disclosed to contractors, grantees, the Federal Government, government entities in the WMATA transit zone, consultants, volunteers or other parties performing or working on a contract, service, grant, cooperative agreement, memorandum of understanding, job, or other activity on behalf of or for the benefit of WMATA and who have a need to have access to the information in the performance of their duties or activities for WMATA, which need should be related to the purpose for which the record is maintained. When appropriate, recipients will be required to comply with the requirements of the Privacy Policy.

#### G. Disclosures for Administrative Claims, Complaints, and Appeals

Information from this system of records may be disclosed to authorized appeal grievance examiners, formal complaints examiners, equal employment opportunity investigators, arbitrators or other persons properly engaged in investigation or settlement of administrative grievances, complaints, claims, or appeals filed by employees, but only to the extent that the information is relevant and necessary to the proceedings. Agencies that may obtain information under this routine use include, but are not limited to, the and Equal Employment Opportunity Commission and the Department of Labor.

#### H. Disclosure in Connection with Litigation

Information from this system of records may be disclosed in connection with litigation or settlement discussions regarding claims by or against WMATA, including public filings with courts, to the extent that disclosure of the information is relevant and necessary to the litigation or discussions and except where court orders are otherwise required under section 6.1 (h) of the Privacy Policy.

#### I. Disclosure to WMATA Unions

Information from this system of records may be disclosed to WMATA Unions that is directly related and necessary for the processing/adjudication of labor grievances, arbitrations, mediations and/or collective bargaining.

#### J. Disclosure to the Government Accountability Office (GAO), Federal Transit

Administration (FTA), or Other Government Oversight Agencies.

Information from this system of records may be disclosed to the GAO, FTA, or other government oversight agencies pursuant to their responsibility for evaluation and oversight of WMATA.