

EXEMPTIONS APPLY TO THIS SYSTEM (see paragraph 9)

1. System Name: Arbitration Decisions and Settlement Book
2. System Location: Labor Relations Office, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: Current and former union employees who settled or arbitrated grievances with WMATA.
4. Categories of Records in the System: Arbitration decisions, settlements, names (including labor relations officer, union representative and advocates for WMATA/union), work locations, wage/salary information, union membership, work schedules, medical information, employee identification numbers, social security numbers, dates of hire, seniority dates.
5. Principal Purpose: A resource for researching grievances, settlements and arbitrations.
6. Routine Uses of Records maintained in the System: General Routine Uses 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. In addition, this system may be disclosed to arbitrators and court reporters as necessary in the course of arbitration.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
 - Retrieved by**: Alphabetically by grievants' last name;
 - Storage**: Hard-copy in Labor Relations library;
 - Safeguards**: Contained in lockable filing cabinets in lockable file room in access-controlled building;
 - Retention and Disposal**: Records are not subject to a disposal policy.
8. Systems Manager/Administrator: Labor Relations Coordinator, 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 employees (data subject, co-workers and supervisors), union representatives, arbitrators and witness to or persons who provide information relating to or were parties to such grievances.