

1. System Name: Enterprise Learning Management System.
2. System Location: Jackson Graham Building, 600 Fifth St., NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: All WMATA employees who receive training. Also, WMATA contractors who receive WMATA-required training.
4. Categories of Records in the System: *Individual learner profile information* (e.g., name, identification number, effective date of profile, hire date, employment status, department name, job code, job title, and manager's name) and *Training information* (e.g. course or training enrollments, learning transcripts, certifications, test scores, dates of training).
5. Principal Purpose: To record, retain, and report all training provided to and received by WMATA employees and contractors.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); General Routine Use B (Disclosure Incident to Requesting Information); General Routine Use C (Disclosure to Requesting Agencies); General Routine Use D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone); General Routine Use E (Disclosure to Courts or Administrative Bodies); General Routine Use F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others); General Routine Use G (Disclosures of Administrative Claims, Complaints, and Appeals); General Routine Use H (Disclosure in Connection with Litigation); General Routine Use I (Disclosure to WMATA Unions); and General Routine Use J (Disclosure to the Government Accountability Office (GAO), Federal Transit Administration (FTA), or Other Government Oversight Agencies).
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
 - Retrieved by: Employee or contractor name or identification number.
 - Storage: Electronic.
 - Safeguards: Electronic records are maintained in an access-controlled password-protected database.
 - Retention and Disposal: All records are maintained for 10 years from the date on which the training is conducted.
8. Systems Manager: Manager, Learning and Development, Human Resources Talent Management, 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 Systems Manager (listed above) or 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, which is posted on WMATA's website.
10. Records Source Categories: Information is supplied by individual employees, contractors, and system administrators.