

1. System Name: WMATA's Merchandising Sales Office Records.
2. System Location: Image Exchange, 1434 Sixth Street, Ste. 5, Santa Monica, CA 90401.
3. Categories of Individuals Covered by System: Persons who place orders for WMATA merchandise from WMATA's Merchandising Store: www.DCMetroStore.com.
4. Categories of Records in the system: Name, billing and shipping addresses, email address, credit card number, expiration date, and merchandise ordered.
5. Principal Purpose: To fill orders and process payments.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes), General Routine Use F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others), 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**: Name and Order Number.
 - Storage**: Electronic Database.
 - Safeguards**: All records are maintained in a password-protected 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: Persons who purchase WMATA Merchandise Store: www.DCMetroStore.com.