

#..SEC-44

System name:

Ridesharing System.

System location:

Securities and Exchange Commission, Operations Center, Office of Administrative and Personnel Management, 6432 General Green Way, Mail Stop O-1, Alexandria, VA 22312-2413.

Categories of individuals covered by the system:

SEC employees who participate in a vanpool or carpool and apply for parking permits.

Categories of records in the system:

Records include SEC Form 2421 (Official Parking Application). Records contain the employee's name, home address, SEC telephone number, and vehicle make, model, year, tag number, and state.

Authority for maintenance of the system:

Exec. Order 12191; 41 CFR 101-6.3; 41 CFR 101-20.104; and 41 CFR 101-20.104-1 through 4, and 42 U.S.C. 13201.

Purpose(s):

The system is primarily designed to encourage the formulation of carpools or vanpools, as a means to conserve petroleum, reduce congestion, and improve air quality; and to provide equitable parking based upon established criteria.

Routine uses of records maintained in the system, including categories of users and the purpose of such uses:

No routine use disclosures have been established for these records. The records and information contained in these records will not be disclosed outside the SEC, unless mandated by law. See Conditions of Disclosure to Third Parties, 5 U.S.C. 552a(b).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Retrievability:

Electronic records may be searched and retrieved by the employee's name or parking permit number. Paper records are retrieved by the parking permit number only.

Safeguards:

Paper records are placed in a locked file cabinet, and the data which is extracted from these paper records is keyed into a computer database, safeguarded by restricted passwords.

Retention and disposal:

Records are maintained on one form and in a computer database. Documentation (paper and electronic records) is kept for two years then destroyed.

System manager(s) and address:

Office of Administrative and Personnel Management, Operations Center, Securities and Exchange Commission, 6432 General Green Way, Mail Stop O-1, Alexandria, VA 22312-2413.

Notification procedure:

All requests to determine whether this system of records contains a record pertaining to the requesting individual may be directed to the Privacy Act Officer, Securities and Exchange Commission, Operations Center, 6432 General Green Way, Mail Stop O-5, Alexandria, VA 22312-2413.

Record access procedures:

Persons wishing to obtain information on the procedures for gaining access to or contesting the contents of this record may contact the Privacy Act Officer, Securities and Exchange Commission, Operations Center, 6432 General Green Way, Mail Stop O-5, Alexandria, VA 22312-2413.

Contesting records procedures:

See record access procedures above.

Record source categories:

Information is provided by SEC employees, who have applied for parking, and by the issuing official.

Exemptions claimed: