

### What is 'Personal Information'?

Personal information is any information about a person which, on its own or when combined with other information, is reasonably capable of revealing the identity or activities of that person. Personal information includes items such as a person's name, address, telephone number, email address, account numbers, travel or trip details, and similar information associated with a specific person.

### Why do we need your Personal Information?

All WA RUC pilot project Participants must provide certain types of personal information for two reasons: first, to determine their eligibility to participate in the WA RUC pilot project; and second, to accurately manage their WA RUC accounts during the course of the pilot test.

### How your Personal Information will be collected and used.

Since this pilot project is being conducted for research purposes, we are asking for demographic information to help us better understand how a future road usage charge system might affect people differently, depending on where they live, their gender, ethnicity, general income bracket, etc. This kind of demographic information would not be needed if this were an actual live road usage charge system. This information is only used for research purposes.

### For research purposes only, we will collect:

- Year, make and model of the vehicle you have enrolled in the pilot test
- Your age range (for example, age 18 – 45, or 46 – 65, or older than 65)
- Your gender, unless you prefer not to disclose
- How many persons reside in your household
- The Washington zip code you live in, or your state or province of residence if not Washington
- Your household income range (for example, under \$30,000 per year, or between \$30,000 and \$60,000 per year, etc.)
- Your race and/or ethnicity
- Answers to survey questions we send you about once every three months

### For research and account management purposes, we will also collect:

- Your full name and mailing address
- Your email address and phone number
- The Vehicle Identification Number (VIN) and the license plate number for the vehicle you will enroll in the pilot project
- Mileage from the vehicle registered for the pilot test

Occasionally, we may need to contact you or send important notices about your account, changes in the WA RUC pilot project, or changes to these policies.

**We will protect against unauthorized use of your Personal Information.**

We will not voluntarily use or share your personal information for any purpose unrelated to the WA RUC pilot project unless necessary to comply with a subpoena, court order or disclosure required under Chapter 42.56 Revised Code of Washington. If we receive a demand for disclosure of any data or information that includes your personal information, within 10 days we will notify you that we have received such demand, providing you an opportunity to object to its release.

Because your name, address and contact information is being provided in furtherance of a government-sponsored activity, this information may be considered a public record subject to release under Chapter 42.56 Revised Code of Washington, unless otherwise exempt from disclosure.

**We will share your Personal Information to authorized Third Parties only for official research and account management purposes.**

To carry out the WA RUC pilot project and achieve its objectives, we may make certain personal information available to private companies that are authorized to provide services in support of this pilot project. These companies are responsible for setting up your road usage charge account and processing your mileage reports, delivering mileage meters to persons who choose to test those devices, providing customer service, and conducting surveys for research and evaluation purposes. These third-party companies are required to adhere to this privacy policy and protect your personal information.

**We will destroy all Personal Information we collect within 30 days of the end of the WA RUC pilot project.**

To ensure your sensitive information and data is not kept longer than necessary, all Personal Information we collect during the course of the WA RUC pilot test will be permanently destroyed within 30 days of the conclusion of the WA RUC pilot project. After this period, we will retain information and data only in an anonymized and aggregated form (meaning, everyone's driving data and information will be stripped of personal identifiers and will be grouped together to be used for research and analysis purposes).

**Your WA RUC Service Provider may collect and use your information for other purposes, but only if you agree.**

Depending upon which WA RUC mileage reporting method and Service Provider you choose, additional personal information may be collected and used, but only with your clear approval. If this situation applies to you, you will be provided with more detail about the collection and use of your personal information by your RUC Service Provider at the time you select your preferred mileage reporting method. If you do not agree with how they collect or the use your information, choose a different Service Provider and/or mileage reporting method.

**We will also collect and use non-personal information.**

We also collect data that does not reveal the identity, activities or contact details of any specific person. This non-personal information and data may be collected, used, transferred and disclosed to third parties, but only for research purposes.

Examples of non-personal information and how it might be used:

- We may collect and share total miles driven from persons living in a certain region of Washington, so that policymakers can better understand how a road usage charge might impact drivers differently, depending upon where they live.
- We may collect information on any difficulties people have in setting up their WA RUC mileage accounts with their Service Providers, so that these services can be improved.
- We may collect data on road usage charges paid by drivers of different makes and models of vehicles, to gain insight into how a road usage charge system compares against the gas tax system or other alternative ways to pay for public roads.

### **You retain the right to inspect your information and records.**

Your RUC Service Provider will provide you the opportunity to view all personal information and data collected and stored as part of the WA RUC pilot project to ensure only information and data you have authorized is being collected. To view your information, please contact your WA RUC Service Provider.

If you notice anything in your account that seems to be a mistake, you may request a review by your RUC Service Provider, and a prompt correction of any discovered errors will be made.

### **Your use of location-aware services (GPS) are entirely optional.**

Your vehicle trip details are not required to participate in the WA RUC pilot project. However, one or more of the automated mileage reporting methods will calculate miles driven outside of Washington so those out-of-state miles can be automatically deducted from your RUC account statement. If you select a method that uses this type of location-aware mileage reporting service but don't want this information to be collected by your Service Provider, you must make a change by selecting a different mileage reporting method that does not use location-aware (i.e., GPS) services.

### **Your Service Provider must clearly disclose – and you must agree – to use location-aware services (GPS).**

As an added benefit of participating in the WA RUC pilot project, your Service Provider may offer you, free of charge during the 12-month pilot test, other additional services and benefits unrelated to the WA RUC pilot project. Some of these services may require use of location-based technologies such as GPS devices. If your Service Provider offers you added services or benefits, they must clearly disclose if GPS and/or your location details will be used. You may always refuse, and still be entitled to choose another mileage reporting method during the 12-month WA RUC pilot project.