

**Privacy Notice for Job Corps Students and Applicants**

The following table lists the categories of information and specific pieces of information Management & Training Corporation (MTC) collects about you in its capacity as a contractor of the U.S. Department of Labor (DOL) or subcontractor to a contractor of the DOL, and relating to your participation in the Job Corps program. The table also explains the business purpose for collecting information about you, the sources from which MTC gathers that information, and the third parties (other than DOL) with whom MTC discloses that information.

<b>Information Collected</b>	<b>Business Purpose/Third Party Sharing/Sources of Information</b>
<p><i>Identifiers</i> (real name, alias, postal address, unique personal identifier, online identifier, email address, social security number, driver’s license number, passport number, account name, alien registration number, birth certificate, Social Security Card, Employment Authorization Card (I551/151), Form I94, U.S. passport, I55 permanent resident card, military records, public assistance voucher/payment stubs, paycheck stubs, tax returns, W-2, supplemental security income, selective service authorization, past and current criminal history/legal background, check, adequate arrangements for child care for dependent children, medical history, parental consent to participate for applicant under 18 yrs. old unless proof of emancipation is provided, or other similar identifiers)</p>	<p><i>Business Purpose:</i> Required by DOL for determining Job Corps eligibility and suitability prior to acceptance for admissions into the Job Corps program.</p> <p><i>Third Party Sharing:</i></p> <ul style="list-style-type: none"> <li>• Other Job Corps center operators, if student not assigned to a MTC-operated center;</li> <li>• Third party criminal background check provider selected by DOL; and</li> <li>• Job Corps medical providers, if MTC not providing medical care.</li> </ul> <p><i>Sources of Information:</i></p> <ul style="list-style-type: none"> <li>• Applicant;</li> <li>• Applicant’s parent, if applicant is a minor</li> <li>• Schools;</li> <li>• Medical providers;</li> <li>• Criminal justice system;</li> <li>• Employers;</li> <li>• Case workers;</li> <li>• Probation officers; and</li> <li>• Child care providers.</li> </ul>
<p><i>Personal information categories listed in applicable state statutes including the California Customer Records Statute, Cal. Civ. Code Section 798.80(e)</i> (name, signature,</p>	<p><i>Business Purpose:</i> Required by DOL for determining Job Corps eligibility and suitability prior to acceptance for admissions into the Job Corps program.</p>

<p>social security number, physical characteristics or description, address, telephone number, passport number, driver’s license or state identification card number, insurance policy number, education, employment, employment history, bank account number or other financial information, medical information, or health insurance information). Some information in this category may overlap with other categories.</p>	<p><i>Third Party Sharing:</i></p> <ul style="list-style-type: none"> <li>• Other Job Corps center operators, if student not assigned to a MTC-operated center;</li> <li>• Third party criminal background check provider selected by DOL; and</li> <li>• Job Corps medical providers, if MTC not providing medical care</li> </ul> <p><i>Sources of Information:</i></p> <ul style="list-style-type: none"> <li>• Applicant;</li> <li>• Applicant’s parent, if applicant is a minor;</li> <li>• Schools;</li> <li>• Medical providers;</li> <li>• Criminal justice system;</li> <li>• Employers;</li> <li>• Case workers;</li> <li>• Probation officers; and</li> <li>• Child care providers.</li> </ul>
<p><i>Protected classification characteristics under state or federal law (age, race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information, etc.).</i></p>	<p><i>Business Purpose:</i> Required by DOL for determining Job Corps eligibility and suitability prior to acceptance for admissions into the Job Corps program.</p> <p><i>Third Party Sharing:</i></p> <ul style="list-style-type: none"> <li>• Other Job Corps center operators, if student not assigned to a MTC-operated center;</li> <li>• Third party criminal background check provider selected by DOL; and</li> <li>• Job Corps medical providers, if MTC not providing medical care</li> </ul> <p><i>Sources of Information:</i></p> <ul style="list-style-type: none"> <li>• Applicant;</li> <li>• Applicant’s parent, if applicant is a minor;</li> <li>• Schools;</li> <li>• Medical providers;</li> <li>• Criminal justice system;</li> </ul>

	<ul style="list-style-type: none"> <li>• Employers;</li> <li>• Case workers;</li> <li>• Probation officers; and</li> <li>• Child care providers.</li> </ul>
<p><i>Biometric Information</i> (height, weight, temperature, etc.)</p>	<p><i>Business Purpose:</i> Collected during admissions process and in the course of providing health and wellness services in the operation of the Job Corps Centers. MTC may collect body temperature information to ensure a safe and healthy center environment.</p> <p><i>Third Party Sharing:</i></p> <ul style="list-style-type: none"> <li>• Other Job Corps center operators, where student is screened by MTC Outreach and Admissions but assigned to a non-MTC operated Job Corps center.</li> </ul> <p><i>Sources of Information:</i></p> <ul style="list-style-type: none"> <li>• Applicant;</li> <li>• Applicant’s parent, if applicant is a minor</li> <li>• Schools;</li> <li>• Medical providers;</li> <li>• Criminal justice system;</li> <li>• Employers;</li> <li>• Case workers;</li> <li>• Probation officers; and</li> <li>• Other Job Corps contractors providing Outreach and Admissions services.</li> </ul>
<p><i>Geolocation Data</i> (physical location or movements)</p>	<p><i>Business Purpose:</i> Required by DOL for determining Job Corps eligibility and suitability prior to acceptance for admissions into the Job Corps program.</p> <p><i>Third Party Sharing:</i></p> <ul style="list-style-type: none"> <li>• Other Job Corps center operators if not assigned to a center operated by MTC;</li> <li>• Third party criminal background check provider selected by DOL; and</li> </ul>

	<ul style="list-style-type: none"> <li>• Job Corps medical providers, if MTC not providing medical care.</li> </ul> <p><i>Sources of Information:</i></p> <ul style="list-style-type: none"> <li>• Applicant;</li> <li>• Applicant’s parent, if applicant is a minor</li> <li>• Schools;</li> <li>• Medical providers;</li> <li>• Criminal justice system;</li> <li>• Employers;</li> <li>• Case workers;</li> <li>• Probation officers; and</li> <li>• Child care providers.</li> </ul>
<p><i>Audio, electronic, visual, thermal, olfactory, or similar information (photographs and video recordings)</i></p>	<p><i>Business Purpose:</i> Collected as part of the Job Corps admission process and may be used to promote center and program successes.</p> <p><i>Third Party Sharing:</i></p> <ul style="list-style-type: none"> <li>• Other Job Corps center contractors, if student not assigned to a MTC-operated center; and</li> <li>• Career placement contractors and prospective employers;</li> <li>• MTC website and social media pages.</li> </ul> <p><i>Sources of Information:</i></p> <ul style="list-style-type: none"> <li>• Applicant;</li> <li>• Applicant’s parent if applicant is a minor;</li> <li>• MTC generated photographs and videos.</li> </ul>
<p><i>Professional or employment-related information (current or past job history)</i></p>	<p><i>Business Purpose:</i> Required by DOL for determining Job Corps eligibility and suitability prior to acceptance for admissions into the Job Corps program.</p> <p><i>Third Party Sharing:</i></p> <ul style="list-style-type: none"> <li>• Other Job Corps center contractors if not assigned to a center operated by MTC.</li> </ul>

	<p><i>Sources of Information:</i></p> <ul style="list-style-type: none"> <li>• Applicant; and Applicant’s parent if applicant is a minor.</li> </ul>
<p><i>Non-public education information</i> (education records directly tied to a student maintained by an educational institution, such as grades or transcripts).</p>	<p><i>Business Purpose:</i> Required by DOL for determining Job Corps eligibility, suitability prior to acceptance for admissions into the Job Corps program, and for job placement following completion of the Job Corps program.</p> <p><i>Third Party Sharing:</i></p> <ul style="list-style-type: none"> <li>• Other Job Corps center contractors if student not assigned to a center operated by MTC or if other contractor providing career transition services;</li> <li>• Job Corps medical providers; and</li> <li>• Employers.</li> </ul> <p><i>Sources of Information:</i></p> <ul style="list-style-type: none"> <li>• Applicant;</li> <li>• Applicant’s parent if applicant is a minor;</li> <li>• Schools;</li> <li>• Case workers; and</li> <li>• Probation officers.</li> </ul>

**Your Rights Regarding the Data We Collect:**

As a resident or consumer of a certain state, you may have the right to request information about the categories and specific pieces of personal information MTC has collected. The data collected by MTC is not stored on its own servers. Collected data is stored on DOL data systems and/or in the US Government archives. As such, MTC is not able to delete any of the collected data. You may also request information about the sources from which your personal information is collected, the business purpose for collecting such information, and the categories of third parties with whom MTC discloses your information. MTC does not sell your information to any third parties and shares such information solely for purposes of administering the Job Corps program as a contractor or subcontractor for the DOL.

We are required to respond to any of your requests to exercise these above rights within the timeframe allotted under the applicable privacy law(s).. Should we be unable to comply within the



required timeframe, we will contact you and let you know whether we can complete your request or whether we need more time to complete your request.

**Exercising Your Rights:**

If you want to exercise your rights, you may contact our Privacy Point of Contact at:

Management & Training Corporation  
Attn: Dean Hoffman  
Address: 500 N. Marketplace Drive, #100,  
Centerville, UT 84014  
Phone: (800) 693-2600  
Email: [dean.hoffman@mtctrains.com](mailto:dean.hoffman@mtctrains.com)  
[www.mtctrains.com](http://www.mtctrains.com)

The Privacy Point of Contact listed above, as well as employees who work with the Privacy Point of Contact, have received training to help you exercise your rights under the applicable state and federal privacy laws.

**Withdraw Consent:**

If our legal basis for processing your information is based on your consent, you may withdraw your consent at any time by contacting MTC at the contact information above and informing him/her that you withdraw your consent. However, withdrawing consent will impact your ability to continue your application to enroll in the Job Corps program, and/or participation in the Job Corps program.

**Contacting Authorities:**

If you would like to lodge a complaint against us, you may contact your local authority. If you have trouble locating an authority, please contact MTC above and they will help you.

**Changes to Our Privacy Statement:**

We keep this privacy statement under regular review and will place any updates on our website.

This privacy statement was last updated on 08/25/2020.