

Privacy Notice for Employees and Applicants

The following table lists the categories of information and specific pieces of information Management & Training Corporation collects about you. The table also explains the business purpose for collecting information about you, the sources from which Management & Training Corporation gathers that information, and the third parties with whom Management & Training Corporation discloses that information.

Information Collected	Business Purpose/Third Party Sharing
Identifiers (real name, alias, postal address, unique personal identifier, online identifier, email address, social security number, driver’s license number, passport number, account name, or similar identifiers)	MTC may use this information for employment purposes including job applications, drug tests, background checks, personnel management, payroll, Forms I-9, W-2 or W-4, health and dental benefits, retirement benefits, etc. This information may be shared with appropriate government agencies, such as the IRS, or state employment development departments, as well as MTC’s third party providers for benefits, drug testing, and background checks.
Personal information categories listed in applicable state statutes including the California Customer Records Statute, Cal. Civ. Code Section 798.80(e) (name, signature, 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.	MTC may use this information for employment purposes including job applications, drug tests, background checks, personnel management, payroll, Forms I-9, W-2 or W-4, health and dental benefits, retirement benefits, etc. This information may be shared with appropriate government agencies, such as the IRS, or state employment development departments, as well as MTC’s third party providers for benefits, drug testing, and background checks.
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,	MTC may use this information to ensure equal employment opportunities, to administer affirmative action programs, and may share this information with government agencies such as the Department of Labor,

<p>gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information, etc.).</p>	<p>Office of Federal Contract Compliance Programs, the Equal Employment Opportunity Commission, and Department of Fair Employment and Housing, and third party providers for benefits.</p>
<p>Biometric Information (fingerprints, body temperature information).</p>	<p>MTC may use fingerprint information for background check purposes, as well as for use in time tracking programs. MTC may use body temperature information to ensure a safe and healthy work environment.</p>
<p>Internet activity (browsing history, search history)</p>	<p>MTC reserves the right to monitor use of electronic communications including the internet at work. Such information may be used by MTC in conjunction with internal investigations and may be required to produce such information to law enforcement or in the course of legal proceedings.</p>
<p>Geolocation Data (physical location or movements)</p>	<p>MTC may track physical movements if the employee is using a government or MTC vehicle outfitted with a GPS device. Such information may be used by MTC in conjunction with internal investigations and may be required to produce such information to law enforcement or in the course of legal proceedings.</p>
<p>Professional or employment-related information (current or past job history or performance evaluations)</p>	<p>MTC may use this information in the application and employment processes to determine suitability for a position, as well as in the background check process. MTC may be required to produce such information to law enforcement or in the course of legal proceedings.</p>
<p>Non-public education information (education records directly tied to a student maintained by an educational institution, such as grades or transcripts).</p>	<p>MTC may use this information in the application and employment processes to determine suitability for a position, as well as in the background check process.</p>

Sharing Your Information:

Management & Training Corporation uses third parties to help us process your information for the business purposes identified above. For example, we provide your information to:

- Management, human resources, and information technology services.
- Entities within our corporate umbrella who provide management, HR, and IT infrastructure.
- Payroll and benefits vendors, background check companies, computer and internet service providers, government authorities and the like who have a need to process your information in connection with your employment with the Company as part of the operation of the business and the administration of your contract of employment.
- We may have to disclose your information to public authorities in response to lawful requests or law enforcement requirements.
- To third parties where you have authorized us to share your information.

Your Rights Regarding the Data We Collect:

Subject to appropriate legal restrictions and applicability, you may request information about the categories of personal information Management & Training Corporation has collected and, under certain circumstances, request deletion of such information. 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 Management & Training Corporation discloses your information. Management & Training Corporation does not sell your information to any third parties.

We will 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: Jody Trujillo
Address: 500 N. Marketplace Drive, #100,



Centerville, UT 84014
Phone: (800) 693-2600
Email: jody.trujillo@mtctrains.com
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.

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 07/07/2022.