

Trinity Careers Privacy Notice

Last Updated: April 2024

Introduction

Trinity Industries, Inc., as data controller and with address at 14221 North Dallas Parkway, Suite 1100 Dallas, TX 75254, its and its subsidiaries, affiliates, and successors (“**Trinity**,” “**Company**,” “**we**,” “**our**” or “**us**”) respect your privacy and are committed to protecting it through our compliance with this Privacy Notice.

This Privacy Notice describes our collection, use, and disclosure of certain Personal Information relating to job applicants and candidates for positions with the Company (“**Applicants**,” or “**you**”) when you visit the website <https://jobs.trin.net/> (our “**Website**”). This Privacy Notice is intended to satisfy applicable notice requirements under various U.S. and international data protection laws, including those under the California Consumer Privacy Act (“**CCPA**”), applicable Canadian privacy laws, and the Mexican Federal Law for the Protection of Personal Data in Possession of Private Parties. We may provide Applicants additional notices about our data collection practices that are covered by other laws (e.g., if we conduct a background check or extend an employment offer). When you visit our Website, or any other Trinity site, some of our privacy practices are covered in our general privacy policy, available here, which we encourage you to review prior to providing us with your Personal Information.

Please read this Privacy Notice carefully to understand our policies and practices regarding your Personal Information and how we will process it. If you do not agree with our policies and practices, your choice is not to use our Website. By accessing or using this Website, you agree to this Privacy Notice. This Privacy Notice may change from time to time (see “**Changes to Our Privacy Notice**”). Your continued use of this Website after we make changes is deemed to be acceptance of those changes, so please check this Privacy Notice periodically for updates.

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1. What Personal Information We Collect

As further described below Trinity collects information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with you or your household (“**Personal Information**”). The categories of Personal Information we collect, and use may vary depending on location or the position(s) applied for, as well as the associated qualifications and responsibilities for the position.

Please note that for purposes of this Privacy Notice, Personal Information **does not** include:

- **Business Information.** Company or business information that constitutes trade secrets, proprietary information, intellectual property, Company property, information that includes or affects the rights of others, privileged or investigative materials, or information that helps ensure security and integrity of Company assets.
- **Publicly Available Information.** Information that is lawfully made available from government records, information we have a reasonable basis to believe is lawfully made available to the general public by you or by widely distributed media, or by a person to whom you have disclosed the information and not restricted it to a specific audience.
- **Deidentified or Aggregated Information.** Personal Information also does not include information that is deidentified in accordance with applicable laws, or aggregated information in which individual identifies have been removed.
- **Protected Health Information.** Information governed by the Health Insurance Portability and Accountability Act or California Confidentiality of Medical Information Act.
- **Information Covered by the Fair Credit Reporting Act (“FCRA”).** Information we receive from consumer reporting agencies that are subject to the FCRA (e.g., information contained in background check reports we obtain as part of our vetting process).

a) Categories of Personal Information We Collect

We collect the following categories of Personal Information, which are generally collected directly from your application or resume and stored on servers located in the United States.

- **Personal Identifiers.** This includes full name, postal address, e-mail address, telephone number, social security number, or any other identifier by which you may be contacted online or offline. We also collect your emergency contact’s personal identifiers if you provide this information during the recruitment process.
- **Professional or Employment-Related Information.** This includes information related to your employment history such as previous employer’s name, job title, dates of employment, role description, and any other details you provide in support of your application, including your resume and/or cover letter, reference letters, reasons for applying for the position, interview notes, and competence and capability statements. We will not request or collect your salary history information during the application process.
- **Education Information.** As part of your application, we may collect information including name of educational institution, degree(s) obtained, field of study, dates of attendance, and qualifications.
- **Characteristics of Protected Classifications.** We may collect information about whether you are legally authorized to work in the jurisdiction for which you have applied for a job with us, or whether you require a visa and, if you choose to disclose, whether you require disability accommodation. This information is generally collected on a voluntary basis and is used in support of our equal opportunity and diversity and inclusion efforts, as well as any reporting obligations or where otherwise required by law.
- **Audio, Visual, or Similar Information.** We may collect information such as audio, electronic, visual, or similar information, including information collected via call recordings, recorded meetings, videos, photographs, and CCTV footage to secure our offices and premises.

- **Inferences Drawn.** We may infer additional information about you from the Personal Information collected, including information reflecting and Applicant's behaviors, attitudes, characteristics, intelligence, or aptitudes.
- **Internet and Network Information.** When you apply for a job with us online, we may collect Internet or other electronic network activity information, including your interaction with our Website or cookie data.
- **Sensitive Personal Information.** To the extent required by law and/or voluntarily provided by you, we may collect information such as social security number, driver's license number, state identification card, passport number, racial or ethnic origin, sexual orientation, medical condition, or physical or mental disability.

2. How We Collect Your Personal Information

a) Personal Information You Provide to Us

The Personal Information we collect on or through our Website may include:

- Information that you provide by filling in forms and applications on our Website. This includes information provided at the time of registering to use our Website, applying for a position, or requesting further services. We may also ask you for information when you report a problem with our Website.
- Records and copies of your correspondence (including email addresses) - if you contact us.
- Your responses to surveys that we might ask you to complete for research purposes.
- Your search queries on the Website.

b) Personal Information We Collect Automatically

As you navigate through and interact with our Website, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns, including:

- Details of your visits to our Website, including traffic data, logs, and other communication data and the resources that you access and use on the Website.
- Information about your computer and internet connection, including your IP address, operating system, and browser type.

The information we collect automatically may include Personal Information or we may maintain it or associate it with Personal Information we collect in other ways or receive from third parties. It helps us to improve our Website and to deliver a better and more personalized service, including by enabling us to:

- Estimate our audience size and usage patterns.
- Store information about your preferences, allowing us to customize our Website according to your individual interests.
- Speed up your searches.
- Recognize you when you return to our Website.

The technologies we use for this automatic data collection may include:

- **Cookies.** A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting, you may be unable to access certain parts of our Website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our Website.

- **Flash Cookies.** Certain features of our Website may use local stored objects (or Flash cookies) to collect and store information about your preferences and navigation to, from, and on our Website. Flash cookies are not managed by the same browser settings as are used for browser cookies. For information about managing your privacy and security settings for Flash cookies, see the “**Choices About How We Use and Disclose Your Information**” section below.
- **Web Beacons.** Pages of our Website and our emails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit the Company, for example, to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of certain website content and verifying system and server integrity).
- **Third-Party Analytics.** We use third-party tools, such as Google Analytics, which are operated by third-party companies, to evaluate usage of our Sites and Services. These third-party analytics companies use cookies, pixels, and other tracking technologies to collect usage data about our Services to provide us with reports and metrics that help us evaluate usage of our Services, improve our Site, and enhance performance and user experiences. To learn more about Google’s privacy practices, please review the Google Privacy Policy at <https://www.google.com/policies/privacy/partners/>. You can also download the Google Analytics Opt-out Browser Add-on to prevent your data from being used by Google Analytics at <https://tools.google.com/dlpage/gaoptout>.

c) **Personal Information We Collect From Other Sources**

We may collect and receive Personal Information about you from other sources, such as from business partners (e.g., recruiters, staffing agencies, or background check providers), affiliates and subsidiaries, from publicly available sources such as company websites or professional networking sites, from professional references, government entities, internet service providers, operating systems and platforms, and vendors and service providers who provide services on our behalf.

3. **Purposes for Collecting and Using Personal Information**

We use the Personal Information we collect for the following primary business and commercial purposes, as permitted by applicable laws:

- **Recruiting and Hiring.** We use the Personal Information we collect from or about you to facilitate our recruiting and hiring process, including to (a) evaluate applications for employment; (b) verify information about your credentials, such as education and prior employment; (c) follow-up on references that you may provide; (d) conduct background investigations; (e) make hiring decisions (including, if applicable, determining the terms of an offer of employment); and (f), if applicable, onboard you as an employee.
- **Trinity Communications.** We may use your Personal Information to contact you about new jobs matching your preferences and other events and announcements if you select these options within your candidate profile.
- **Trinity Business Operations.** We may use the Personal Information we collect from or about you to facilitate our internal business operations. This may include:
 - To make our Website and its contents functional to you.
- To provide you with information that you request from us.
 - To fulfill any other purpose for which you provide it.
 - To carry out our obligations and enforce our rights arising from any contracts entered into between you and us.
 - In any other way we may describe when you provide the information.
 - For any other purpose with your consent.
 - To comply with applicable laws and regulations, such as laws related to the evaluation of those seeking employment, or to defend ourselves in claims under such laws.

- **Security and Monitoring.** For security purposes to monitor our network activity and safeguard data, assist us in monitoring and securing our resources, network, premises, and assets, including through the use of electronic access systems.
- **Health and Safety.** For health and safety purposes, such as contact tracing or conducting appropriate screenings of Applicants prior to entering or accessing certain locations or premises.
- **Investigating Incidents.** We use your Personal Information to investigate privacy, security, or workplace-related incidents.
- **Auditing, Accounting, Reporting and Corporate Governance.** Relating to financial, tax and accounting audits, and audits and assessments of our business operations (including without limitation assessing effectiveness of Trinity’s business processes and measuring engagement, ensuring business continuity in case of absence or departures from Trinity, problem resolution, internal investigations, auditing, compliance (including conflicts of interest), risk management and security purposes, security controls, financial controls, or compliance with legal obligations and for other internal business purposes such as administering our records retention program.
- **Mergers, Acquisitions, and Other Business Transactions.** For purposes of planning, due diligence and implementation of commercial transactions, such as mergers, acquisitions, asset sales or transfers, bankruptcy or reorganization or other similar business transactions.
- **Defending and Protecting Rights.** To protect and defend our rights and interests and those of third parties, including to manage and respond to employee and other legal disputes, to respond to legal claims or disputes, and to otherwise establish, defend or protect our rights or interests, including without limitation, Trinity’s trade secrets and other intellectual property, and protecting the rights, property, and reputation of Trinity and its workforce, or the rights, interests, health or safety of others, including in the context of anticipated or actual litigation with third parties.
- **Compliance with Legal Obligations.** Related to our compliance with applicable legal obligations (such as determining hiring eligibility or responding to subpoenas and court orders) as well as assessments, reviews and reporting relating to such legal obligations, including under employment and labor laws and regulations, social security and tax laws, environmental regulations, workplace safety laws and regulations, and other applicable laws, regulations, opinions and guidance.

Notwithstanding the purposes described above, we do not collect, use, or disclose “sensitive personal information” beyond the purposes authorized by applicable law.

4. Disclosure of Personal Information

We may disclose Personal Information that we collect in the manner described above, or as follows:

- **Affiliates, Subsidiaries, and Business Partners.** To our subsidiaries and affiliates as needed to support our recruiting and hiring efforts. We may also disclose Personal Information to business partners where necessary to administer our relationship with you, conduct our business, or for business operations purposes.
- **Vendors and Services Providers.** To contractors, vendors, and service providers who perform functions on our behalf and who we use to support our business operations. These entities are bound by contractual obligations to keep Personal Information confidential and use it only for the purposes for which we disclose it to them. For example, we may use service providers to help us with background checks, applicant reviews, interview scheduling, credential and reference verification, and storage of Applicant information.
- **Regulatory and Government Entities.** To comply with our legal obligations and where otherwise required by law, we may disclose the Personal Information to applicable regulatory and government entities.

We may also disclose your Personal Information in the following circumstances:

- **Evaluate Candidacy.** We may disclose Personal Information when it is necessary to provide services you request and where it is necessary to identify Applicants, schedule interviews, and otherwise evaluate your qualifications and eligibility for employment.
- **Compliance and Legal Obligations.** If required to do so by law or subpoena, or if we reasonably believe such action is necessary to comply with the law, judicial proceeding, court order, or the reasonable requests of regulators, law enforcement or other public authorities.
- **Protection of Us and Others.** We may disclose Personal Information if required to do so to protect rights, property, or safety of our workforce, workers and contractors, our owners, members, and guests, ourselves or others; or where we have a legitimate interest in doing so.
- **Corporate Transactions.** To a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of Trinity's assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which Personal Information held by Trinity about our Website users is among the assets transferred.
- **Other Disclosures.** To fulfill the purposes for which you provided it, including for any other purposes disclosed by us when you provide the information.

5. Choices About How We Use and Disclose Your Information

We strive to provide you with choices regarding the Personal Information you provide to us. To prevent cookies from tracking your activity on our Website, you can set your browser to block certain cookies or notify you when a cookie is set; you can also delete cookies. The “Help” portion of the toolbar on most browsers will tell you how to prevent your device from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to delete cookies. If you disable or refuse cookies, please note that some parts of this Website may be inaccessible or might not function properly.

- **Advertisements.** We do not control third parties' collection or use of your information to serve interest-based advertising. However, these third parties may provide you with ways to choose not to have your information collected or used in this way. You can opt out of receiving targeted ads from members of the Network Advertising Initiative (“NAI”) on the NAI's website (<https://optout.networkadvertising.org/?c=1>).

Visitors to our Website from Mexico: You can limit the use and disclosure of your Personal Information through the following means:

- By registering in the Public Registry to Avoid Advertising, which is in charge of the Federal Consumer Protection Agency (“PROFECO”), so that your Personal Information is not used to receive advertising or promotions from goods or services companies. For more information on this registry, you can consult the PROFECO Internet portal, or contact the PROFECO directly.
- By requesting to be added to our exclusion list, so that your Personal Information is not processed for marketing, advertising, or commercial prospecting purposes. For the purposes of the above, please send an email to [Trinity Careers Privacy](#) and specify that you are a visitor or applicant from Mexico and wish to be added to our exclusion list.

6. Changing or Updating Your Personal Information and Exercising Your Privacy Rights

You can review and change your Personal Information by logging into the Website and visiting your account profile page. However, once you have submitted your resume for a specific opening, you will not be able to update the information contained in that resume. A new resume may be submitted when applying for other positions.

All visitors and Applicants may send us requests to access, correct, or delete any Personal Information by sending us an email to TrinityRecruiting@trin.net. The privacy rights available to visitors and Applicants differ depending on where they are physically located. We have provided additional information below for visitors and applicants from California, Mexico, and Canada.

We may not accommodate a request to provide access, change, or delete information if we believe we need to keep the information for our internal business purposes, the request is not authorized under applicable law, or the change would violate any law or legal requirement or cause the information to be incorrect.

Although you can access your own Personal Information as described above, upon written request Trinity will provide you with the specific Personal Information about yourself that you request, and that Trinity has under its control (except in limited circumstances described below). We will also give you information about where the information is being stored and how it is being used.

In some situations, Trinity may not be able to provide access to certain Personal Information (for example, if disclosure would reveal Personal Information about another individual, the Personal Information is protected by a legal privilege, or the information collected is for the purposes of an investigation). Trinity may also be prevented by law from providing access to certain Personal Information. Where we refuse an access request, we will notify you in writing, explain the reasons for refusal and outline further steps that are available to you.

a) California Applicants – CCPA Rights

The CCPA provides California residents with specific rights regarding Personal Information. This section describes your rights under the CCPA and explains how to exercise those rights. Subject to certain exceptions, Applicants have the right to make the following requests:

Right to Know/Access. With respect to the Personal Information we have collected about you, you have the right to request:

- The categories of Personal Information we collected about you;
- The categories of sources from which the Personal Information is collected;
- Our business or commercial purposes for collecting, selling, or sharing Personal Information;
- The categories of third parties to whom we disclosed Personal Information; and
- A copy of the specific pieces of Personal Information we have collected about you.

Right to Correct. You have the right to request that we correct inaccuracies in your Personal Information.

Right to Delete. You have the right to request we delete your Personal Information. Please note, Trinity is not obligated to delete Personal Information that is necessary to provide services you request or required to comply with applicable laws.

Right to Opt-Out. California residents have the right to opt-out of “sales” and “sharing” of their Personal Information, as those terms are defined under the CCPA. However, we do not “sell” or “share” Personal Information of our applicants or visitors to our Website.

Right to Limit Use and Disclosure. We do not use or disclose “sensitive personal information” except as described in this Privacy Notice or as otherwise authorized by applicable law.

Right to Non-Discrimination. We will not discriminate against you for exercising any of the rights described in this section.

Exercising Your CCPA Rights. Applicants who are California residents may exercise their CCPA rights by contacting us at:

Trinity Human Resources
14221 North Dallas Parkway, Suite 1100
Dallas, TX 75254
[Trinity Careers Privacy](#)

Trinity may require additional information to confirm your identity before fulfilling the request, such as your full name, the email address and phone number under which you submitted your application, and any applicant number you may have been assigned when submitting an application. In some cases, we may request additional information in order to verify your identity, or where necessary to process your request. If we are unable to verify your identity after a good faith attempt, we may deny the request and, if so, will explain the basis for the denial.

You may designate someone as an authorized agent to submit requests and act on your behalf. To do so, you must provide us with written permission to allow the authorized agent to act on your behalf. We may also ask you directly to verify that you have authorized your authorized agent to act on your behalf.

b) Mexican Applicants – ARCO Rights

Applicants from Mexico have the right to: (i) access their Personal Information; (ii) rectify their Personal Information if it is inaccurate or incomplete; (iii) cancel (delete) their Personal Information; and (iv) oppose the use of their Personal Information for specific purposes (together, the “ARCO Rights”). To exercise any of the ARCO Rights as a Mexican citizen, please send an email to TrinityRecruiting@trin.net and provide at least the following information:

- Your full name and email or address.
- The documents that prove your identity, or where appropriate, that of your legal representative.
- A clear description of the Personal Information and the ARCO Rights you wish to exercise relating to that Personal Information.
- Any other element or document that facilitates the location of the Personal Information.
- If needed, we may request additional information.

We will respond to your request within twenty (20) business days and, if necessary, your request will be implemented within a maximum period of 15 (fifteen) business days.

Means to Revoke Consent for the Processing of Your Personal Data. Applicants from Mexico can revoke the consent that, where applicable, you have given us for the processing of your Personal Information. However, we may not be able to respond to your request or terminate the use immediately, since it is possible that, due to some legal obligation, we need to continue processing your Personal Information. Likewise, for certain purposes, the revocation of your consent may result in us terminating our relationship with you, including any pending job applications.

Please follow the instructions above to revoke your consent.

Disagreement or complaint to the INAI. If you believe that your right to the protection of Personal Information has been harmed by any conduct or omission on the part of Trinity or believe any violation of the provisions provided in the law, its regulations and other applicable regulations has occurred, you may file your disagreement or complaint with the National Institute of Transparency, Access to Information and Protection of Personal Data (INAI). For more information, please visit: www.inai.org.mx.

c) Canadian Applicants

We may transfer and disclose your Personal Information to third parties (including our affiliates and service providers) for storage and processing for the purposes described above. These affiliates or service providers may be located outside of your province of employment or outside of Canada. Applicable laws in those foreign jurisdictions might permit foreign governments, courts, law enforcement or regulatory agencies to access the information in those jurisdictions. In these cases, we will comply with local law requirements relating to the conditions for disclosure of Personal Information outside of your jurisdiction.

7. Retention of Your Personal Information

Trinity retains your Personal Information only as long as is necessary to support our ongoing legitimate business needs and to carry out the purposes described in this Privacy Notice, or as otherwise required by applicable law. When deciding how long to keep your Personal Information, we consider whether we are subject to any legal obligations (e.g., any laws that require us to keep records for a certain period of time before we can delete them) or whether we have taken any legal positions that require data retention (e.g., issued any legal holds or otherwise need to preserve data). From time to time, we may also deidentify your Personal Information, retain it and use it in compliance with applicable law.

8. Safeguarding Data

We have implemented and maintain appropriate technical and organizational security measures, policies and procedures designed to reduce the risk of accidental destruction or loss or the unauthorized disclosure or access to Personal Information we collect. Please be aware that despite our efforts, no data security measures can guarantee security, and you are responsible for the safety and security of your information. Where we have given you (or where you have chosen) a password for access to certain parts of our Website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

9. Children Under the Age of 18

Our Website is not intended for children under 18 years of age. We do not knowingly collect Personal Information from children under 18. If you are under 18 do not use or provide any information on this Website or on or through any of its features. If we learn we have collected or received Personal Information from a child under 18 without verification of parental consent, we will delete that information from our records. If you are a parent or legal guardian and believe your child has given us information and you did not provide consent, please contact us at:

Trinity Human Resources
14221 North Dallas Parkway, Suite 1100
Dallas, TX 75254
[Trinity Careers Privacy](#)

10. Disclaimer

Nothing in this Privacy Notice restricts Trinity's ability to:

- Comply with federal, state, or local laws;
- Comply with a civil, criminal, or regulatory inquiry, investigation, subpoena, or summons by federal state, or local authorities;
- Cooperate with law enforcement agencies concerning conduct or activity that may violate federal, state, or local law;
- Exercise or defend legal claims;

- Detect security incidents and protect against fraudulent or illegal activity and prosecute those responsible for such activity; or
- Transfer Personal Information as part of a merger or acquisition, dissolution, bankruptcy, or any other transaction in which a third party assumes control of all or part of Trinity.

11. Changes to Our Privacy Notice

It is our policy to post any changes we make to our Privacy Notice on this page. If we make material changes to how we treat Applicants' Personal Information, we will notify you through a notice on the Website home page. The date the Privacy Notice was last revised is identified at the top of the page. You are responsible for ensuring we have an up-to-date active and deliverable email address for you, and for periodically visiting our Website and this Privacy Notice to check for any changes.

This Privacy Notice is reviewed and updated annually. The date this version was last modified is posted at the top of the page.

12. Consent to Process and Transfer Personal Information

By submitting your application for employment, you are consenting to the collection and processing of your personal information by Trinity under the terms of this Privacy Notice. Further, if you are located outside of the United States, you are consenting to the transfer of your information to the United States for the purposes set forth in this Privacy Notice, even if you are eventually employed by Trinity outside of the United States.

13. Resolving Concerns and How to Contact Us

If you have questions or concerns regarding this Privacy Notice and our privacy practices, please contact us at:

Trinity Human Resources
14221 North Dallas Parkway, Suite 1100
Dallas, TX 75254
[Trinity Careers Privacy](#)