

Title: GGU Careers Privacy Policy
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GGUCareers Privacy Policy

Golden Gate University and Office of Career Planning (OCP) are committed to preserving the privacy of its students and alumni regarding collection and access of electronic personal information. Student information access and collection is overseen by University and federal policy under the [Federal Family Education Rights and Privacy Act](#) (FERPA).

The Office of Career Planning web-based software program known as "www.ggu-careers.com" provides job posting, on-campus recruiting and resume services. The Office of Career Planning maintains this web site as a service to Golden Gate University students and alumni for their career development and job-seeking efforts. The presence of job announcements on this website does not indicate an endorsement or recommendation from Golden Gate University or Golden Gate University's Office of Career Planning.

The Office of Career Planning job listing web site (www.ggu-careers.com) is part of the NACELink Network, a web-based national recruiting system that provides job posting, on campus recruiting and resume services. NACELink is owned and operated by [National Association of Colleges and Employers](#) (NACE). The Direct Employers Association is a partner of NACE and will provide backup hosting services to NACE's servers. NACELink is the host server, storing and maintaining the data. NACE and Direct Employers Association only have access to the data in aggregate form. In this privacy statement we describe the terms and conditions surrounding the capture and use of the information we collect, how it is used, and how our users can make changes.

All privacy policies for our partner, NACE, have been reviewed by the OCP and are accessible at [NACELink Privacy Policy](#). "NACE commits to maintain the confidentiality of all information collected on NACELink and NACE will not sell, transmit, or disclose in any fashion this information to any other organization." Site users are urged to validate job postings and use caution and common sense when applying to jobs. We urge you to use common sense, do not disclose Social Security numbers, credit card information, and/or bank account numbers with unknown employers.

Why will NACE or the Golden Gate University's Office of Career Planning collect personal identifiable information?

Information is collected to enable users (students and alumni) access and use of various tools, features, and functionality of the NACELink system, such as job posting, interview scheduling, resume databases, and job-search agents. In addition, we collect identifying information to

effectively communicate with users regarding use of NACElink, site changes, and to inform users of other possible events/activities associated with recruiting.

How will NACE or the Golden Gate University's Office of Career Planning use personally identifiable information collected?

Students/alumni use NACElink through "www.ggucareers.com" for resume posting and review job opportunities.

When users subscribe for services and upload resumes, cover letters, and other documents, NACElink receives and collects this personally identifiable information about users, which might include: name, contact information, student identification number, academic, and/or employment history. Resumes, cover letters and/or other documents are not required for students/alumni to register or search for jobs and internships openings.

The Golden Gate University's Office of Career Planning may access some of the job seeker's personal information to:

- Send e-mails using communication tools on the site.
- Send resumes to employers on behalf of students/alumni.
- Publish resumes in the school's resume book(s). Resume books are virtual resume collections comprised of Golden Gates University's student/alumni candidates. This service is requested by employers and students/alumni have the option to participate.

Employers using NACElink directly or through The Golden Gate University's Office of Career Planning' web-based program will have access to this information. Personal information submitted to a resume book or individual job listing is for recruiting, interviewing, and hiring purposes.

NACE and Golden Gate University's Office of Career Planning make an effort to restrict access to this database to eligible employers by reviewing each employer's registration prior to approval. However, NACE and Golden Gate University's Office of Career Planning are not responsible for and cannot guarantee that other parties will not, without consent, gain access to the database.

Technical Issues

Internet Protocol (IP) Addresses and Aggregated User Data

IP addresses are collected from all users of the site. NACE collects and monitors collectively other data and information about the activities of our users. This data is used anonymously and in the aggregate.

Cookies

NACElink will set a cookie while users are on the site. After users log out of the site or close their browser window the cookies are deleted. NACElink uses cookies to enhance the user's website viewing experience. They cannot damage a user's files; they cannot read information from a user's hard drive, and by themselves they do not personally identify users, although they

do identify a user's IP address. Cookies allow sites to "remember" users across pages of a site and across multiple visits. Thus, NACELink will not be storing information as to the number of times that a user visited the site. Users need to log in each time they visit NACELink.

Updating Account Information

Users' account information can be modified or corrected at any time on NACELink and ggucareers.com. To do so, users log in to their account, click on profile and edit their information.

Security

Sensitive information submitted via the website is protected both online and offline. Data from students and alumni is protected by:

- Encrypting and protecting all information submitted by users.
- Using password protection
- Limiting access to NACE servers that collect all personally identifiable information.
- Putting into place strict technical, administrative, physical security measures and safeguards to protect against the loss, misuse, and alteration of the information under NACE's control.

Golden Gate University's students and alumni have access to improved career services through the association with NACE and NACELink. While Golden Gate University's Office of Career Planning believes that NACE and NACELink offer a valuable service to all users, NACE and NACELink are not related to Golden Gate University. Therefore, Golden Gate University does not accept responsibility for any portion of this statement that depends upon NACE's representations and its compliance with those representations.

Informed Consent-Students, alumni, faculty and staff registering with GGU Office of Career Planning must make the following statement of informed consent:

"I understand and consent to the following University practices: GGU Office of Career Planning maintains student information in a secured database that is password protected. Only authorized career counselors and program staff may access these records, and are required to adhere to Family Educational Rights and Privacy Act (FERPA) regulations (please see [GGU's Privacy Policy](#))."

Grievance Procedures-GGU's Office of Career Planning only assists in the communication process providing limited investigation of this process and takes no responsibility for what happens after the student/alumni takes a job. Only if necessary will we investigate student and alumni complaints made about employer's recruiting practices, interviews, offers, or work assignments. If we determine after investigation that a complaint is justified, we may choose not to provide services to the employer or agency involved. We reserve the right to monitor job postings on GGU Careers, to withdraw postings deemed objectionable, and to terminate existing services, at our sole discretion.