NACElink Privacy Policy

1. INTRODUCTION

You are now on the NACElink Network (NN) web site, owned and operated by the National Association of Colleges and Employers (NACE) and Symplicity Corporation. NACE and Symplicity Corporation are committed to maintaining the privacy of personal information of the people who use ("you" or "user") of NACElink.com ("Site"). Since we collect certain types of information about our users, we want you to understand the terms and conditions surrounding the capture and use of that information. This privacy statement discloses what information we collect, how we use it, and how to correct and change it. NACE and Symplicity Corporation will provide a link to this privacy policy on all pages on NACElink.com that ask for your personal information.

The NACElink Network, the result of an alliance among the National Association of Colleges and Employers, DirectEmployers Association, and Symplicity Corporation, is a national recruiting network and suite of web based recruiting and career services automation tools serving the needs of colleges, employers and job candidates. The NACElink Network consists of four components: Connect, Career Service Manager Modular Edition (CSM ME), Career Service Manager (CSM) and NACElink Central Site (NACElink.com and onestop.NACElink.com). NACE, in association with DirectEmployers Association (a non-profit association comprised of a cooperative of employer members dedicated to enhancing the use of the internet for recruitment) and Symplicity Corporation (a software development company) that maintains and operates NACElink. You may review the DirectEmployers privacy policy at http://www.directemployers.org/privacy.

Employers use the NACElink Network to post employment opportunities on NACElink.com, through a college's or university's web site, or DirectEmployers Association's web site. Some college and university career centers and/or NACElink CSM ME and CSM schools, may use the NACElink Network to provide a web-based system for career center office management, job posting, resume storage, registration, and interview scheduling for its students and for the employers who recruit on their campuses and other career-related activities. Other college and university career centers and NACElink Connect schools use NACElink to provide access for students and alumni to job postings.
Employers posting jobs through the NACElink system are required to comply with all applicable equal employment opportunity laws, as expressed by the U.S. Justice Department (DOJ), including the anti-discrimination provision of the Immigration and Naturalization Act.

The Immigration and Nationality Act prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee.8 U.S.C. § 1324b (a) (1) (B).

Employers may not treat individuals differently because they are, or are not, U.S. citizens or work authorized individuals. U.S. citizens, asylees, refugees, recent permanent residents and temporary residents are protected from citizenship status discrimination. Employers may not reject valid employment eligibility documents or require more or different documents on the basis of a person’s national origin or citizenship status.

Excerpt from the U.S. Department of Justice Website: http://www.justice.gov/crt/osc/htm/best_practices.php

Students/alumni jobseekers use the NACElink Network through their college/university career centers and/or remote sites to post resumes and review job opportunities.

2. INFORMATION COLLECTED (NACElink Connect and NACElink.com only)

Schools

NACElink collects the following user information from participating schools:

1. School Name
2. Contact Name
3. Address
4. Phone
5. E-mail
6. Type of Institution
7. Career Center Web Site Address

Students

NACElink collects the following user information from students at participating Connect schools:

Contact Information

8. Name
9. Address
10. City
11. State
12. Zip
13. Country
14. Phone
15. E-mail address

Academic Information

16. Degree
17. Major(s)
18. Graduation Month
19. Graduation Year
20. Class Standing

a. Schools Using NACElink Connect

NACElink staff will provide a link from the career services web site to NACElink. Students/alumni job seekers will access NACElink directly from this link and will create a personal password at the time of registration. Students/alumni job seekers will directly input their data into the NACElink system. NACE and Symplicity will have access to personal information for the purpose of providing customer and technical services. NACElink Connect schools—the career services staff, administrators, and faculty—will have access to basic student data (including resumes) and basic employer job posting data.

b. Schools Using NACElink CSM ME and CSM

Each school using NACElink CSM ME collects different sets of information from users. Please refer to your school's particular data privacy policy to identify the types of information collected. NACE and Symplicity will have access to personal information only for the purpose of providing customer and technical services.

Employers

The NACElink Network collects the following user information from participating employers:

Organization

1. Name
2. Address
3. City/State/Zip
4. Country
5. Web Site URL
6. Description
7. Industry

Contact

8. Title (Ms., Mrs., Mr.)
9. Position Description
10. Name
11. Address
12. City
13. State
14. Zip
15. Country
16. Phone
17. FAX
18. E-mail address

In addition, Symplicity contracts with CyberSource to verify credit card numbers. CyberSource may only use your credit card information for those purposes.

2. USE OF DATA BY SCHOOLS AND EMPLOYERS

Schools

Schools may use student/alumni data only for the purpose of students finding employment. Schools will use this data only as stipulated for employment purposes in the NACElink license agreement between Symplicity and participating schools.

Some schools may conduct a keyword search on resumes if students/alumni have uploaded those resumes for search purposes.

Some schools may use the student/alumni data with their permission for the creation of resume books and e-mail communications.

NACElink CSM ME and CSM schools have the ability to compile activity reports based on student/alumni information. That information may include personally identifiable information.

By entering data into the NACElink Network system, students/alumni may have data included in aggregate reports to state agencies, in reports developed for institutional studies, etc.
It is important for students/alumni to contact their institutions career center: 1) if they have any concerns regarding the use of their information or 2) if they wish to view, correct or change their information.

**Employers**

Employers using the NACElink Network will have access to student/alumni resumes for recruiting, interviewing, and hiring purposes.

Employers will have access to limited information from your profile—name, school attending, graduation date, and e-mail address. Employers will have to resumes from students who have opted to be included in on-line resume books offered through the Career Services Manager system.

If you have questions regarding the privacy practices and policies of employers with respect to personal information, we recommend contacting the employer directly.

3. **USE OF PERSONALLY IDENTIFIABLE INFORMATION**

The NACElink Network is the result of an alliance among the National Association of Colleges and Employers, DirectEmployers Association, and Symplicity Corporation. It is a national recruiting network and suite of web based recruiting and career services automation tools serving the needs of colleges, employers and job candidates. The NACElink Network consists of four components: Connect, Career Service Manager Modular Edition (CSM ME), Career Service Manager (CSM) and NACElink Central Site (NACElink.com and Onestop.NACElink.com).

Each school using NACElink CSM ME and CSM has its own data privacy policy ([Click here for a list of links to the schools' privacy policies](#)).

In addition to schools' policies for data use, NACE and Symplicity’s policy addresses the following activities:

**For Students/Alumni**

- Through NACElink Connect students/alumni can view jobs, post resumes, and apply for jobs. Note: NACElink Connect does not include any interviewing information.

**For Employers**

- Access and use of various tools, features, and functionality of the NACElink system, such as posting jobs and reviewing candidates' resumes.
Billing of services used by your organization. NACE uses CyberSource to verify your credit card information. CyberSource may use your credit card information only for those purposes. CyberSource will have access to your credit card number as necessary to perform the verification function, but it is required to maintain the confidentiality of your information and is prohibited from using your credit card information except to provide services to Symplicity. All information is encrypted. Your credit card information will be deleted as soon as the transaction is completed and will not be stored on Symplicity's servers.

For All Users

- To communicate regarding use of the NACElink Network and its services or to advise of NACElink system or Site changes or other events or occurrences that may affect access to or use of the NACElink site.
- To provide customer and technical services upon request by the user.
- From time to time, NACE or Symplicity may also disclose personally identifiable information to fulfill certain legal and regulatory requirements or if we believe, in good faith, that such disclosure is legally required or necessary to protect others' rights or to prevent or mitigate harm.

2. UPDATING ACCOUNT INFORMATION

NACE and Symplicity allow you to change or correct your personal information at any time. To do so, simply log in to your NACElink account, go to your profile, and you will find options for editing the information you have submitted.

3. INTERNET PROTOCOL (IP) ADDRESSES AND AGGREGATED USER DATA

When you enter the NACElink site, our servers log your IP address. This is done to monitor our users on the Site collectively. We only use such data anonymously and in the aggregate. We do not use IP addresses to identify information of individual users.

4. COOKIES

When you use NACElink, it will ask to set a cookie while you are using the site. Once you log out of the site or close your browser window these session cookies are deleted. Thus, NACElink will not be storing information as to the number of times you used the site and you will have to log in each time that you use NACElink.

5. CHILDREN

NACE and Symplicity do not knowingly collect or solicit personally identifiable information from or about children under 13 except as permitted by law.
6. **SECURITY**

When users submit personally identifiable information via the web site, the information is protected both online and off-line. NACElink uses encryption for credit card information. All of our user's information is restricted to only the Symplicity employees who need the information to perform a specific job (for example, our billing assistant or a customer service representative) are granted access to personally identifiable information.

In addition, the student, alumnus, and employer data is password protected, so only you (or third parties you provide your password to) can access this information. All personally identifiable information NACE or Symplicity collect about you is stored in limited-access servers. NACElink has technical, administrative, and physical security measures and safeguards in place to protect against the loss, misuse, and alteration of the information under NACE and Symplicity's control. This site uses secure servers to protect from loss, misuse, and alteration of the information under our control.

NACElink does not review job postings. Neither NACE, Symplicity, nor DirectEmployers (for the NACElink Extended Job Search) review job postings on individual school web sites or nacelink.com. Site users are urged to validate job postings and use caution and common sense when applying. Do not disclose Social Security numbers, credit card information, or bank account numbers with unknown employers.

*(See Terms of Use in the NACElink User Agreement.)*

7. **PRIVACY POLICY CHANGES**

NACE or Symplicity may deem it necessary or appropriate from time to time to modify this privacy policy to reflect changes in the way NACE and Symplicity collect or uses information or changes in privacy-related laws, regulations, or industry standards. Accordingly, NACE and Symplicity reserve the right to change this privacy statement at any time by posting the revised policy on this Site. Information will be handled according to the privacy statement in effect at the time the information is used.

8. **QUESTIONS OR CONCERNS**

If you have any questions, concerns, or complaints regarding this Privacy Policy or privacy issues relating to the Site, you can contact us by clicking here.

*This policy was last updated on January 31, 2011.*