

## **Marist College Center for Career Services Privacy Policy**

The Marist College Center for Career Services web-based software program is part of the NACElink web site, owned and operated by the National Association of Colleges and Employers (NACE). Both the Marist College Center for Career Services and NACE are committed to maintaining the privacy of personal information for users ("you" or "user") of NACElink ("Site"). Since we do collect certain types of information about our users and, in this privacy statement, we will describe the terms and conditions surrounding the capture and use of that information including what we collect, how we use it, and how users can make changes.

Employers use NACElink to post employment opportunities directly on NACElink.com, through the Marist Center for Career Services web site, DirectEmployers Association's web site, or through NACE's web site, NACEWeb, where there is a direct link to NACElink. Marist College is a NACElink Custom School and uses NACElink to provide a web-based system for job postings, resume database, career fair registration, credential files, alumni/student networking, and interview scheduling for its job seekers and for the employers who recruit on campus.

Students/alumni use NACElink through their college/university career centers to post resumes and review job opportunities.

NACE's commitment to all users—schools, employers, and students/alumni—is that NACE will 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.

NACElink is the host server, storing and maintaining the data. NACE also has a partner, DirectEmployers Association, which will provide backup hosting services to NACE's servers. NACE and DirectEmployers Association only have access to the data in aggregate form.

### **How Will NACE or the Marist College Center for Career Services Use Personally Identifiable Information Collected?**

- To enable employers to access and use various tools, features, and functionality of the NACElink system, such as posting jobs and interview schedules.
- To enable students/alumni to access various tools, features, and functions of the NACElink system, in particular, job postings, resume data bases, and job-search agents.
- To communicate with employers regarding use of NACElink, advice of Site changes, or to inform you of other possible events/activities associated with recruiting.

### **Student/Alumni Jobseekers**

NACE receives and collects personally identifiable information about you, a student/alumni user, (name, contact information, demographic information, academic history, G.P.A, employment history, etc.) from you via NACElink after you subscribe for services and when you upload resumes, cover letters, and other documents which contain personal information.

The Marist College Center for Career Services may access some of the job seeker's personal information to send e-mail to a job seeker using communication tools on the Site, to publish resumes in the school's resume book(s) on the Site, and to send resumes to employers on behalf of a student/alumni.

Employers/search firms that use NACElink directly through NACElink or through The Marist College Center for Career Services will have access to your resume, if you approve your resume to be submitted to a resume book, individual job listing, or on-campus recruitment programs and the personal information contained therein for recruiting, interviewing, and hiring purposes. NACE and The Marist College Center for Career Services are not responsible for what they do with personal information about you that is available or accessible to them on this Site. While NACE and The Marist College Center for Career Services endeavor to restrict access to this data base to eligible employers, NACE cannot guarantee that other parties will not, without our consent, gain access to the database.

## **Employers**

The Marist College Center for Career Services and NACE will collect information from employers utilizing the Site. This information includes contact information (such as your phone number or email address), unique identifiers (such as your NACE membership or account numbers, or password to NACElink); and financial information (such as a credit card number), and demographic information (for example, location, type of organization, size of organization). The financial information collected will be used only to bill your organization for fees associated with multi-school listings or other NACElink services. NACE has a contract with VeriSign to verify credit card numbers. Your credit card information will be deleted as soon as the transaction is completed and will not be stored on NACE's or DirectEmployers's servers. You will need to re-enter that information each time there is a new financial transaction.

NACE will receive and collect from employers job postings (including job descriptions, employment qualifiers, and salary information) and interview schedules posted either directly through NACElink, through the DirectEmployers Association web site, or through The Marist College Center for Career Services web site. Employers agree that all user information obtained through NACElink is to be used for the sole purpose of recruiting users for employment.

## **Technical Issues**

### **Updating Account Information**

NACElink allows you to change or correct your personal information at any time. To do so, simply login to your account, go to your profile, and you will find options for editing the information.

### **Internet Protocol (IP) Addresses and Aggregated User Data**

NACE collects IP addresses from all users of the Site, and collects and monitors other data and information about the activities of our users on the Site collectively. We only use such data anonymously and in the aggregate.

### **Cookies**

Cookies, which are small text files recorded in a user's hard drive, are employed by thousands of sites to enhance users' web viewing experience. Cookies cannot damage user files, nor can they read information from a user's hard drive. Cookies in and of themselves do not personally identify users, although they do identify a user's computer. Cookies allow sites to "remember" users across pages of a site and across multiple visits to a site. However, when you use NACElink, it will set a cookie while you are on the site. Once you log out of the site or close your browser window the cookies are deleted. Thus, NACElink will not be storing information as to the number of times that you used the site and you will have to log in each time that you use NACElink.

### **Security**

NACE takes precautions to protect the user's information. When users submit sensitive information via the web site, the information is protected both online and off-line. When students/alumni submit resumes or information about their academic record that information is encrypted and protected.

In addition, the job seeker and employer data is password protected, so only the user can access this information. All personally identifiable information NACE collects 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's control. This site uses firewalls to protect from loss, misuse, and alteration of the information under our control.

Marist College has associated itself with NACE and NACElink in order to provide improved career services to Marist students and alumni. Many of the provisions contained in this Statement are based upon representations made by NACE and NACElink. While Marist College believes that NACE and NACElink provide a valuable service to its job-seeking community, NACE and NACElink are not related to Marist College. Therefore, Marist cannot guarantee nor does it otherwise accept responsibility for any portion of this Statement that depends upon NACE's representations and its compliance with those representations.