

# Career Development Services

## SOU CareerLink Privacy Statement

Southern Oregon University's (SOU) SOU CareerLink is part of the NACELink Web site, owned and operated by the National Association of Colleges and Employers (NACE). SOU Career Development Services and NACE are committed to maintaining the privacy of personal information provided by the users of SOU CareerLink.

Employers use NACELink to post employment opportunities and search the central resume data base directly on NACELink.com through SOU Career Development Services' Web site or NACE's Web site (NACEWeb), where there is a direct link to NACELink. Southern Oregon University is a NACELink Custom School and uses NACELink to provide a Web-based system for posting jobs, maintaining a resume database, registering, and scheduling interviews 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, students/alumni-is 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. 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 have access to the data in aggregate form.

### Student/Alumni

Personally identifiable information that is collected will be used to enable registered employers to access and use the various features of the NACELink system, such as posting jobs, scheduling interviews, and using resume search engines. Students/alumni will be able to access the various features of the NACELink system, i.e., job posting resume databases and job-search agents.

NACE receives and collects personal identifiable information about a student/alumni user, (name, contact information, demographic information, academic history, employment history, etc.) via NACELink after they register for services and upload resumes, cover letters, and other documents which contain personal information.

SOU Career Development Services may access some of the job seeker's personal information to verify University affiliation, send e-mails using communication tools on the site, publish resumes in the school's resume book(s), and to send resumes to employers on behalf of the students/alumni.

### Employers

Employers that use NACELink directly through NACELink or through SOU's SOU CareerLink will have access to users' resumes and the personal information contained therein for recruiting, interviewing, and hiring purposes. Employers may also have access to limited information from user's profiles only if the profile matches an employer's search criteria. NACE and SOU Career Development Services are not responsible for what employers do with the personal information that is available or accessible on this site.

While NACE and SOU Career Development Services endeavor to restrict access to this database to eligible employers, NACE cannot guarantee that other parties will not, without consent, gain access to the database.

SOU Career Development Services and NACE will collect information from employers utilizing the site. This information includes contact information (such as phone numbers or e-mail addresses), unique identifiers (such as NACE membership, account numbers, or passwords to NACELink), financial information (such as a credit card numbers), and demographic information (such as location, type of organization, size of organization). The financial information collected will be used only to bill an organization for fees associated with multi-school listings or other NACELink services. Credit card information will be deleted as soon as the transaction is completed and will not be stored on NACE's or DirectEmployers' servers.

### **Updating Account Information**

NACELink allows users to change or correct personal information at any time. To do so, users simply login to their account, go to their profile and locate 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 users on the site collectively. This data is used 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 users access NACELink, it will set a cookie while they are on the site. Once users log out of the site or close their browser window the cookies are deleted. Thus, NACELink will not be storing information as to the number of times that a user visited the site. It will be necessary for users to log in each time that they wish to access 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 offline. In addition, the job seeker and employer data is password protected, so only the user can access this information. All personally identifiable information collected by NACE is stored in limited-access servers. NACELink uses firewalls and 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.

### **Disclaimer**

NACE and NACELink are not affiliated with Southern Oregon University, therefore, Southern Oregon University can not 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.