

Policy Title:	SOU Career Connections Privacy Policy
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Governing Body:	Southern Oregon University	Policy Number:	SAD.008
Policy Contact:	Office of Career Connections	Date Revised:	April 2021
Custodial Office:	Office of the Dean of Students	Date Approved:	April 2021
Approved By:	President	Next Review:	April 2023
Related Policy:			

Revision History

Revision Number:	Change:	Date:
	Initial version	
1	Update	April 2021

A. Purpose

The Southern Oregon University (SOU) Office of Career Connections is committed to protecting the personal information of students and employers.

B. Policy Statement

A. Students

The SOU Office of Career Connections utilizes Handshake to manage job and internship postings for students. Handshake receives personally identifiable information about all students enrolled in courses at SOU, including but not limited to name, contact information, demographic information, academic history, and GPA. Career Connections and Handshake have access to additional information when students upload resumes, cover letters, and other documents which contain personal information. All data uploaded, submitted, or authorized for use by students is maintained by Handshake. Handshake will never sell student information, nor will they make such information available to employers or other parties without the explicit consent of the student. Students can choose to share student information with employers by opting to make their profiles public and/or by applying to a posted position.

Handshake’s [privacy policy](#) is posted on the Career Connections website for students.

B. Employers

The SOU Office of Career Connections and Handshake will collect information provided by employers utilizing the Handshake site. This information can include contact information, unique identifiers, financial information, job and internship information, and demographic information. The financial information collected will be used only to bill the organization for fees associated with career fairs and other approved services. Handshake has a contract with Stripe to verify credit card numbers. Credit card information is deleted as soon as a transaction is completed and is not stored on Handshake's servers.

Handshake's [privacy policy](#) is posted on the Career Connections website for employers.

C. Disclaimer

Handshake is not affiliated with SOU. Therefore, SOU cannot guarantee, nor does it otherwise accept responsibility for, Handshake's handling of student information, data breach, or any portion of this policy that depends upon Handshake's representations or adherence with those representations. Additional information can be found by reviewing the aforementioned Handshake [privacy policy](#).

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

C. Policy Consultation

Policy Council. Policy was posted on April 2, 2021 for community comment.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.