

## Seattle Pacific University - Career Development Center Privacy Policy Overview

Seattle Pacific University's **SPU JobLink** is part of the NACElink Network© web site, owned and operated by the National Association of Colleges and Employers (NACE). Seattle Pacific University's Career Development Center and NACE are committed to maintaining the privacy of personal information provided by the users of SPU JobLink. Since we do collect certain types of information about our users, 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 Network© to post employment opportunities and search the central resume database directly on NACElink.com, through the Seattle Pacific University's Career Development Center SPU JobLink web site, Direct Employers Association's web site, or NACE's web site (NACEWeb) where there is a direct link to NACElink. 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.

Seattle Pacific University is a NACElink Custom School and uses the NACElink Network© 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 that NACE will maintain the confidentiality of all information collected on NACElink and will not sell, transmit, or disclose, in any fashion, this information to any other organization. Data is stored and maintained on the NACElink Network© servers.

### **How will NACE, or the Seattle Pacific University Career Development Center, use the personally identifiable information collected?**

- To enable employers to access and use various tools, features, and functionality of the NACElink system, such as posting jobs, scheduling interviews, and using resume search engines. The appropriate staff will, to the best of their ability, verify that only bona fide employers are allowed access to SPU JobLink.
- To enable students/alumni to access various tools, features, and functions of the NACElink system, in particular, job posting, resume databases, and job-search agents.
- To communicate with employers regarding use of NACElink, site changes, or information on possible events/activities associated with recruiting.

### **Student/Alumni Jobseekers**

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.

The Seattle Pacific University Career Development Center may access some of the job seeker's personal information to send e-mail using communication tools on the site, to publish resumes in the school's resume book(s), and to send resumes to employers on behalf of the students/alumni.

Employers that use NACElink directly through NACElink or through Seattle Pacific University's SPU JobLink will have access to users resume and the personal information contained therein for recruiting, interviewing, and hiring purposes. Employers will also have access to limited information from user's profiles only if the profile

matches an employer's search criteria. NACE and Seattle Pacific University's Career Development Center are not responsible for what employers do with the personal information that is available or accessible on this site.

While NACE and Seattle Pacific University's Career Development Center 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.

### **Employers**

Seattle Pacific University's Career Development Center 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 Network© 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. Employers will need to re-enter that information each time a new financial transaction is conducted.

NACE will receive and collect job postings (including job descriptions, employment qualifiers, and salary information) and interview schedules posted either directly through NACElink, the DirectEmployers Association web site, or Seattle Pacific University Career Development Center's SPU JobLink web site.

### **Technical Issues**

#### **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**

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

### **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 user information is restricted to only the NACE and Symplicity employees who need the information to perform a specific job (for example, the 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 users (or third parties you provide your password to) can access this information. All personally identifiable information NACE collects about users 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 secure servers to protect from loss, misuse, and alteration of the information under its control.

Jobs on the NACElink Network® are not screened by NACE, but may be screened by the SPU Career Development Center. 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.