

Sarah Lawrence College Office of Career Counseling --- NACElink (known at SLC as CareerLink) Privacy Statement

The Sarah Lawrence College Office of Career Counseling provides access to the NACElink Network web site (known at SLC as CareerLink), which is owned and operated by the National Association of Colleges and Employers (NACE). Sarah Lawrence College's Office of Career Counseling and NACE are committed to maintaining the privacy of personal information provided by students, alumni, and employers as participants of Career Counseling.

Employers use NACElink Network to post employment opportunities and search the central resume database directly on NACElink.com, through the Sarah Lawrence College Career Counseling website or NACE'S website (NACEWeb), where there is a direct link to NACElink Network. Sarah Lawrence College is a NACElink Custom School and uses NACElink Network to provide a web-based system for posting jobs, maintaining a résumé database, registering its job seekers and for the employers who recruit at Sarah Lawrence College. Students/alumni use NACElink Network through their college/university career centers to post resumes and review job opportunities.

NACE's commitment to all participants – schools, employers, students/alumni – is to maintain the confidentiality of all information collected on NACElink Network and NACE will not sell, transmit, or disclose, in any fashion, this information to any other organization. NACElink Network is the host server, storing and maintaining the data. NACE also has a partner, Simplicity, which will provide backup hosting services to NACE's servers and is as committed to privacy as NACE. NACE and Simplicity have access to the data in aggregate form.

Students and Alumnae/i

Personally identifiable information that is collected will be used to enable registered employers to access and use the various features of the NACElink Network 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 Network system, i.e. job posting, résumé databases, and job-search agents. Communications with employers will be enhanced regarding use of NACElink Network, site changes, or information on possible events/activities associated with recruiting.

NACE receives and collects personal identifiable information about a student/alumni participant, (name, contact information, demographic information, academic history, employment history, etc.) via NACElink Network after the participant registers for services and uploads resumes, cover letters and other documents containing personal information.

In addition, Sarah Lawrence College is a member of the NIC Consortium (National Internship Consortium). Students registered on NACElink will also

have access to internships posted by NIC partner institutions. Current students' names and e-mail addresses only have been uploaded to the system to make your access to NIC internship postings easier. Information you add to your profile is accessible only by NIC administrators at Sarah Lawrence College and its partner institutions and will not be used for any purposes other than those related to managing access. You may receive occasional system messages (e.g., asking you to confirm your e-mail address to ensure secure access) but no information will be shared with any other outside parties.

The Office of Career Counseling may access some of the job seeker's personal information in order to send email using communication tools on the site, to publish resumes in the school's resume books, and to send resumes to registered employers on behalf of the students/alumni.

Employers

Employers that use NACElink Network directly through NACElink or through Sarah Lawrence College's Office of Career Counseling will have access to participant's resumes and the personal information contained therein for recruiting, interviewing, and hiring purposes. Employers will also have access to limited information from participant's profiles only if the profile matches an employer's search criteria. NACE and Career Counseling are not responsible for what employers do with the personal information that is available or accessible on this site.

While NACE endeavors to restrict access to this database to eligible employers, NACE cannot guarantee that other parties will not, without consent, gain access to the database. NACE will collect information from employers utilizing the site, such as contact information (phone numbers or email addresses), unique identifiers (NACE membership, account numbers, or passwords to NACElink Network), financial information (credit card numbers), and demographic information (location, type of organization, size of organization). The financial information collected will be used only to bill an organization for associated fees. Credit card information will be deleted as soon as the transaction is completed and will not be stored on NACE's or Simplicity's servers.

Updating and Internet Protocol (IP) Addresses

NACElink Network allows participants to change or correct personal information at any time. To do so, participants simply login to their account, go to their profile and locate options for editing the information. NACE collects IP addresses from all participants of the site, and collects and monitors other data and information about the activities of participants on the site collectively. This data is used anonymously and in the aggregate.

Cookies

Cookies, which are small text files recorded in a participant's hard drive, are employed by thousands of sites to enhance participant's web viewing experience. Cookies allow sites to "remember" participants across pages of a site and across multiple visits to a site. When participants access NACElink Network, it will set a cookie while they are on the site. Once participants log out of the site or close their browser window the cookie is deleted. Thus, NACElink Network will not store information as to the number of times a participant visits the site. It will be necessary for participants to login each time they access NACElink Network.

Security

NACE takes precautions to protect the participant's information. When participants submit sensitive information via the Web site, the information is protected both online and off-line. In addition, the job seeker and employer data is password protected, so only the participant can access this information. All

personally identifiable information collected by NACE is stored in limited-access servers. NACElink Network 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 Network are not affiliated with Sarah Lawrence College and there for, Sarah Lawrence College cannot guarantee, nor does it otherwise accept responsibility for, any portion of this Statement that depends on NACE's representations and its compliance with those representations.