



Career Management Center Privacy Policy

The Illinois Institute of Technology Career Management Center (IIT-CMC) uses the NACELink online system for cover letter/resume storage, cooperative education, internship, student employment, job postings, interviews, information sessions, workshops, and other career management related activities that will assist authorized users (students, alumni, and employers) in their career development and/or search for hiring candidates. By definition students are individuals currently registered at IIT. Alumni are defined as graduates of IIT. Employers are defined as entities that have expressed an interest in hiring IIT students and/or alumni.

This document explains the IIT-CMC terms of use of the software and other similar tools and resources for students, alumni, employers and other users (which include select IIT staff members with access for the necessary administration of the services provided to students, alumni, and employers). The IIT-CMC reserves the right to change these terms of service and/or the nature of the functionality of the services at any time. All users of the NACELink system must review the NACELink User Agreement located online at http://www.nacelink.com/nl_useragreement.php.

The NACELink Network (an alliance among the National Association of Colleges and Employers (NACE), DirectEmployers Association, and Symplicity Corporation), 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. The NACELink system is maintained and operated by NACE in association with the DirectEmployers Association and Symplicity Corporation. This system is made available by the IIT-CMC, however, the data collected for job listings, resume database, student/alumni profile data, and other related information resides on NACELink servers. The IIT-CMC is committed to maintaining the privacy of personal information for our users of the NACELink system. The NACE Privacy Policy is online at http://www.nacelink.com/nl_privacy_policy.php#student. The DirectEmployers privacy policy is online at <http://directemployers.jobcentral.com/privacystatement.asp>.

User (student/alumni/employer) information will be collected by NACE (i.e. name, contact information, demographic information, academic history, G.P.A, employment history, etc.) from the user via NACELink Network after the user subscribes for services and when the user uploads resumes, cover letters, and other documents which contain personal information. The IIT-CMC may have access to some of the job seeker's personal information to:

- Enable employers to access and use various tools, features, and functionality of the NACELink Network system, such as posting jobs and interview schedules, and using resume search engines.
- Communicate with employers regarding use of NACELink Network, inform them of site changes, or of other possible events/activities associated with recruiting.
- Enable students/alumni to access various tools, features, and functions of the NACELink Network system, such as, job posting, resume databases, interviewing, information sessions, job-search agents and other related areas.
- Send e-mail to a job seeker 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 student/alumni job seekers. **(Students do have the option to opt out of both email communication and inclusion in the resume book(s)).**
- Compile activity reports based on user information.
- Have data included in aggregate reports for state agencies, institutional studies, accreditation, etc.

The student/alumni users seeking employment can participate in the central resume database on the NACELink Network. This means that your personal profile information and resume will be searchable by and accessible to the employers that have access to that database but who may not recruit on the IIT campus. Employers that use NACELink directly through NACELink Network or through the IIT-CMC will have access to your resume and the personal information contained therein for recruiting, interviewing, and hiring purposes. Employers will also have access to limited information from your profile if your profile matches an employer's search criteria. The IIT-CMC is not responsible for what they do with personal information about you that is available or accessible to them on this site.

The IIT-CMC makes an honest effort to restrict access to this database to eligible employers; however positions posted on the NACELink Network are not screened by IIT or NACE. Furthermore NACE cannot guarantee that other parties will not gain access to the database. Therefore it is important for users (student/alumni) to validate job postings and use caution and common sense when applying for positions on this site. Do not disclose information such as social security numbers, credit card information, bank account numbers or any other similar information to unknown employers. It is important for students/alumni users to contact their institutions career center: 1) if they have any concerns regarding the use of their

information or 2) if they wish to view, correct or change their information. The IIT-CMC is not liable for the accuracy of employer and job information contained on Symplicity.

The IIT-CMC website contains links to external websites. The IIT-CMC makes every effort to confirm that these links are current and relevant. The IIT-CMC does not endorse nor does it assume liability for the privacy practices or policies of the external websites. You are encouraged to read and be aware of the privacy practices and policies of any website(s) that you may use, and we suggest that you exercise caution in any circumstance where private information, such as your social security number and contact information, is requested. After using web browsers, take steps to protect your privacy by signing off when using a shared computer. Also be sure to secure your login ID and password.

Third party access to the NACELink system directly through the IIT-CMC is prohibited. However, it is possible that links to third-party websites may appear on some pages within the IIT-CMC NACELink system for your convenience and information. Using these links will cause you to access websites that are not part of NACELink or the IIT-CMC NACELink. IIT and NACE are not responsible for the content or privacy practices of these other sites. We suggest that you carefully review the privacy policies of each site you visit, and as previously mentioned, use caution and common sense during your visit to the site.

The IIT-CMC and NACE will collect information from employers utilizing the NACELink site. This information includes, but is not limited to, contact information (such as your phone number or e-mail address), unique identifiers (such as your NACE membership or account numbers, or password to NACELink Network); and demographic information (for example, location, type of organization, size of organization). Credit card information will be collected by NACE if you choose to not to post a position(s) only through the IIT-CMC NACELink system. The IIT-CMC will not be responsible for any services and/or payments made to NACE by the employer.

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 Network, through the DirectEmployers Association website, or through the IIT-CMC NACELink website.

NACELink Network 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. NACE also indicates that it collects IP addresses from all users of the NACELink site, and collects and monitors other data and information about the activities of our users on the site collectively. Such data is used anonymously and in the aggregate.

Users are encouraged to report any private policy violations or concerns related to the IIT-CMC Nacelink or the IIT-CMC website to the IIT-CMC by phone (312.567.6800) or email (cmc@iit.edu).

By using this service, all users (student, alumni, and employer) agree to maintain the confidentiality of their username and password, represent themselves and/or their organization honestly, accurately, and professionally, as well as understand and agree to follow the policies of NACELink and the IIT-CMC, regardless of whether he/she has read them as it is your obligation to do so. The IIT-CMC reserves the right to terminate any user account in the event of a violation of the policies.

The Illinois Institute of Technology Career Management Center has associated itself with NACE and NACELink in order to provide improved services to IIT students, alumni, and employers. Many of the provisions contained in this Privacy Policy are based upon representations made by NACE and NACELink. While IIT believes that NACE and NACELink provide a valuable service to the IIT community, NACE and NACELink are not affiliated with IIT. Although we have provided links to NACELink's privacy policies and information in this Privacy Policy about certain NACELink practices, it is for your information and reference and is based on information provided by NACELink. IIT is not able to control or be responsible for NACELink's collection and use of information via the NACELink system. Therefore, IIT cannot guarantee, nor does it otherwise accept responsibility for, any portion of this Privacy Policy that relates to NACE's representations and its compliance with those representations. Please note that this Privacy Policy includes information solely with respect to information collected online through the IIT-CMC NACELink system. This Privacy Policy does not apply to information collected by the IIT-CMC via other means and/or by others at IIT.

