

JobZone Privacy Statement

OVERVIEW

Ivy Tech Community College-Lafayette Career Services web-based software program known as "JobZone" is part of the NACElink web site, owned and operated by the National Association of Colleges and Employers (NACE). Both ITCC-Lafayette Career Services and NACE are committed to maintaining the privacy of personal information for users ("you" or "user") of NACElink ("Site"). Since we do collect certain types of information about our users and, 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 to post employment opportunities and search the central resume database directly on NACElink.com, through the ITCC-LAFAYETTE Career Services web site, DirectEmployers Association's web site, or through NACE's web site, NACEWeb, where there is a direct link to NACElink. ITCC-LAFAYETTE is a NACElink Custom School and uses NACElink to provide a web-based system for job posting, resume data base, and registration, for its job seekers and for the employers who recruit our students and alumni.

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, and students/alumni—is that NACE will 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 only have access to the data in aggregate form.

How Will NACE or ITCC-LAFAYETTE Career Services Use Personally Identifiable Information Collected?

- To enable employers to access and use various tools, features, and functionality of the NACElink system, such as posting jobs, and using resume search engines.
- To enable students/alumni to access various tools, features, and functions of the NACElink system, in particular, job posting, resume data bases, and job-search agents.

- To communicate with employers regarding use of NACElink, to advise of Site changes, or to inform you of other possible events/activities associated with recruiting.

Student/Alumni Jobseekers

NACE receives and collects personally identifiable information about you, a student/alumni user, (name, contact information, demographic information, academic history, G.P.A, employment history, etc.) from you via NACElink after you subscribe for services and when you upload resumes, cover letters, and other documents which contain personal information.

ITCC-LAFAYETTE Career Services may access some of the job seeker's personal information to send e-mail to a job seeker using communication tools on the Site, to publish resumes in the school's resume book(s) on the Site, and to send resumes to employers on behalf of a student/alumni.

You may choose to participate in the central resume database on NACElink. This means that your personal profile information and resume will be searchable by and accessible to the employers/search firms that have access to that data base but who may not recruit on the ITCC-LAFAYETTE campus.

Employers/search firms that use NACElink directly through NACElink or through ITCC-LAFAYETTE Career Services 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 only if your profile matches an employer's search criteria. NACE and ITCC-LAFAYETTE Career Services are not responsible for what they do with personal information about you that is available or accessible to them on this Site.

While NACE and ITCC-LAFAYETTE Career Services endeavor to restrict access to this data base to eligible employers, NACE cannot guarantee that other parties will not, without our consent, gain access to the data base.

Jobs posted on the NACElink system may or may not be reviewed before posting. 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 to unknown employers.

Employers

ITCC-LAFAYETTE Career Services and NACE will collect information from employers utilizing the Site. This information includes 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); and financial information (such as a credit card number), and demographic information (for

example, location, type of organization, size of organization). The financial information collected will be used only to bill your organization for fees associated with multi-school listings or other NACElink services. NACE has a contract with VeriSign to verify credit card numbers. Your credit card information will be deleted as soon as the transaction is completed and will not be stored on NACE's or DirectEmployers's servers. You will need to re-enter that information each time there is a new financial transaction.

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, or through the DirectEmployers Association web site.

Technical Issues

Updating Account Information

NACElink 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.

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 our users on the Site collectively. We only use such data 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 you use NACElink, it will set a cookie while you are on the site. Once you log out of the site or close your browser window the cookies are deleted. Thus, NACElink will not be storing information as to the number of times that you used the site and you will have to log in each time that you use 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 off-line. When students/alumni submit resumes or information about their academic record that information is encrypted and protected.

In addition, the job seeker and employer data is password protected, so only the user can access this information. All personally identifiable information NACE collects about you 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 firewalls to protect from loss, misuse, and alteration of the information under our control.

ITCC-LAFAYETTE has associated itself with NACE and NACElink in order to provide improved career services to ITCC-LAFAYETTE students and alumni. Many of the provisions contained in this Statement are based upon representations made by NACE and NACElink. While ITCC-LAFAYETTE believes that NACE and NACElink provide a valuable service to our ITCC-LAFAYETTE job seeking community, NACE and NACElink are not related to ITCC-LAFAYETTE. Therefore, ITCC-LAFAYETTE can not guaranty nor does it otherwise accept responsibility for any portion of this Statement that depends upon NACE's representations and its compliance with those representations.