

## **Ivy Tech JobZone/NACElink Privacy and Use-of-Data Policy**

Ivy Tech JobZone is a Web-based job-search tool for Ivy Tech students and alumni. NACElink Network is the national software program and database that supports Ivy Tech JobZone. In addition to the participating colleges and universities, NACElink is a partnership between the National Association of Colleges and Employers Symplicity, and DirectEmployers, an Indianapolis-based employer consortium.

Employers use NACElink Network to post employment opportunities and search for résumés on NACElink.com or through the DirectEmployers Association's Web site. Ivy Tech Community College uses NACElink Network to provide a Web-based system for job posting, résumé storage, candidate registration, and on-campus interview scheduling for students, alumni, and employers who recruit at Ivy Tech Community College.

When logged into Ivy Tech JobZone, users are on the NACElink Network Web site, owned and operated by the National Association of Colleges and Employers (NACE). NACE is committed to maintaining the privacy of personal information of the candidates and employers who use NACElink Network.

Click [here](#) to review NACElink's privacy policy.

Click [here](#) to review DirectEmployers' privacy policy.

### **Candidate Information Collected**

Ivy Tech JobZone/NACElink Network collects the following user information from registered candidates.

- Contact information, including title (Ms., Mrs., Mr.), name, address, city, state, ZIP code, country, phone number, personal Web site URL, e-mail address, and e-mail type (text or HTML).
- Educational information including degree(s) from Ivy Tech Community College, major(s), graduation month and year, cumulative GPA, major GPA, degree(s) from other institution(s), future educational plans, name of future college, and languages.
- Employment preferences including date available for work, acceptable travel, willingness to relocate, job-search status, preferred work type, preferred job function and industry, work experience, and preferred geographic locations and country.

Ivy Tech Community College provides a link from the Career Center Web site to NACElink Network. Current students and alumni access NACElink Network directly from this link. Current students login using their Campus Connect user name and password and complete their registration form. Alumni access NACElink Network and create a personal password at the time of registration. Students and alumni input their data directly into the NACElink Network system. Candidates may change or correct personal information at any time. NACE and Symplicity have access to personal information only for the purpose of providing customer service, trouble shooting, and technical services.

### **Use of Personally Identifiable Candidate Information by Ivy Tech Community College**

Through Ivy Tech JobZone/NACElink Network, students and alumni can view jobs, post résumés, apply for jobs, and schedule on-campus interviews. The information in a candidate's profile is used by the Career Center for job-search advising, promoting programs and services, and notifying candidates of employment opportunities. Personally identifiable information is not released to third parties.

Ivy Tech Community College may conduct searches on résumés and candidate profiles to notify candidates of educational or employment opportunities through e-mail communications. By entering data into the Ivy Tech JobZone/NACElink Network system, students and alumni may have data included in aggregate reports used for evaluation of employment activities, educational programs, reports developed for institutional studies, and salary surveys.

Neither NACElink Network, Symplicity, nor DirectEmployers can use or sell individual candidate data.

Students and alumni should contact the Career Center if they have any concerns about the use of their information or if they want to view, correct or change their information.

### **Employer Access to Candidate Information**

Employers using Ivy Tech JobZone have access to student and alumni résumés for recruiting, interviewing, and hiring purposes only when candidates have specifically sent the résumé to the employer for consideration or have opted into Resume Books. Ivy Tech Community College does not provide open access to candidate résumés, information, or data unless the candidate has opted into Resume Books.

Employers can access candidate résumés in the global NACElink Network résumé database when candidates have elected to participate in that service. Candidates may remove their résumés from that service at any time.

Candidates with questions about the privacy practices and policies of participating employers should contact those employers directly.

### **Employer Information Collected**

Ivy Tech JobZone and NACElink Network collect the following user information from participating employers.

- Contact information including organization name, address, city, state, ZIP code, country, phone number, fax number, Web site URL, status (headquarters, branch, local office), description, industry, contact name(s), title (Ms., Mrs., Mr.), address, city, state, ZIP code, country, phone number, fax number, and e-mail address.

In addition, NACE contracts with VeriSign to verify credit card numbers when employers pay to post global vacancies on the NACElink system. VeriSign may use credit card information only for this purpose.

### **Use of Employer Information by Ivy Tech Community College**

The Ivy Tech Community College Career Center uses the account profiles in Ivy Tech JobZone/NACElink Network to notify employers of both recruiting services and events and to market the college and its students. Employers may receive e-mails, e-newsletters, or hard-copy mailings from the Career Center.

The name, phone number, and e-mail address of an individual employer contact are not released to Ivy Tech candidates unless the contact has visited campus as an on-campus interviewing recruiter, has associated his or her name with a current job posting, or has specifically requested us to do so. Corporate information for the organization including addresses, telephone numbers, and e-mail addresses may be made available to candidates at the Career Center's discretion and according to current program and recruiting needs.

Contact information for employers may be shared with approved Career Center partners to solicit support for Career Center programs and publications, such as Career Planning and Internships or Employer Information Sessions. Employers not wanting to be solicited in this fashion should contact the Career Center.

### **Internet Protocol (IP) Addresses and Cookies**

Candidate IP addresses are logged when candidates enter the Ivy Tech JobZone/NACElink Network site to collectively monitor users on the site. Such data are used only anonymously and in the aggregate. IP addresses are never used to identify individual users' information.

Ivy Tech JobZone/NACElink Network sets a cookie while candidates are using the site. Once users log out of the site or close the browser window, these session cookies are deleted.

### **Security**

Personally identifiable information is protected both on- and offline. Student, alumnus, and employer data are password protected. All personally identifiable information collected is stored on limited-access servers. Data are stored and secured on a server at Symplicity. NACElink Network has technical, administrative, and physical security measures and safeguards in place to protect against the loss, misuse, or alteration of information under NACE's control.

### **Screening of Employment Opportunities**

Employment vacancies reported directly to Ivy Tech Community College are screened for completeness, accuracy, and appropriateness for Ivy Tech candidates. Vacancies must also meet standards for minimum wage requirements and identification of the employing organization (in the case of third-party recruiting firms).

Other vacancies posted on the global NACElink Network system may or may not be reviewed before posting. Candidates are urged to thoroughly review job postings and use caution and common sense when applying. Do not disclose social security numbers, credit card information, or bank account numbers to prospective employers.

### **Links to Other Sites**

Ivy Tech JobZone/NACElink Network contains links to other Web sites, such as employer sites and job-seeker sites. These links are provided solely as a convenience to you and not as an endorsement by the Ivy Tech Community College Career Center or NACE of the contents on such third-party Web sites. Ivy Tech Community College and NACE are not responsible for the content of linked third-party sites and do not make any representations about the content or accuracy of their materials. If you decide to access linked third-party Web sites, you do so at your own risk.

### **Privacy Policy Changes**

The Ivy Tech Community College Career Center and NACE may deem it necessary or appropriate from time to time to modify this privacy policy to reflect changes in the way Ivy Tech Community College and NACE collect or use information or changes in privacy-related laws, regulations, or industry standards. Accordingly, Ivy Tech Community College and NACE reserve the right to change this privacy statement at any time by posting the revised policy on this site. Information will be handled according to the privacy statement in effect at the time the information is used.

### **Questions or Inquiries**

If you have questions or concerns about this privacy policy or privacy issues relating to the site, contact the Ivy Tech JobZone systems administrator, Career Center, Ivy Tech Community College, [csoliday@ivytech.edu](mailto:csoliday@ivytech.edu).