

## **Clayton State University Laker CareerZone Privacy and Use-of-Data Policy**

### **Privacy Policy**

Clayton State University Career Services is committed to protecting the privacy of all personal information.

The Clayton State University Office of Career Services contracts with NACElink Network to provide Clayton State University students and graduates with job listings, career event and recruitment scheduling, and resume services. Employers use NACElink to post employment opportunities and obtain applicant resumes. The NACElink website is owned and operated by the National Association of Colleges and Employers (NACE) and is available via the Clayton State University Career Services website as *Laker CareerZone*. NACElink is the host server, storing and maintaining the data.

The Office of Career Services and NACE are committed to maintaining the privacy of personal information provided by users of the system. NACE's commitment to all users—schools, employers, students/graduates—is to 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. Please refer to the NACElink Privacy Statement ([http://www2.nacelink.com/nl\\_privacy\\_policy.php](http://www2.nacelink.com/nl_privacy_policy.php)) for technical details and a description of the NACElink.com site and its partners.

### **Students and Graduates**

Through Laker CareerZone, students and graduates can post resumes, view and apply for jobs, and obtain information about various career programs and recruitment events. All data resides on NACElink network servers. The information in student and graduate profiles is used by Career Services for job-search advising, promoting programs and services, and notifying candidates of employment opportunities.

Only the resumes of students and graduates who have given permission to have their resumes released to employers via the "Privacy Tab" of the student profile are shared with or accessible to prospective employers.

The Clayton State University Office of Career Services regularly updates student/graduate academic, demographic and directory information in Laker CareerZone through the University BANNER system. If a student or graduate encounters directory, academic, or demographic data that appears to be inaccurate in Laker CareerZone, he or she should contact the Registrar's office to update student information in BANNER to avoid any inaccuracies being transferred to Laker CareerZone.

The Clayton State University Career Services staff may conduct searches on resumes and candidate profiles to notify candidates of educational or employment opportunities through email communication. By entering data into Laker CareerZone, students and graduates may have data included in aggregate reports used for evaluation of employment activities, educational programs, reports developed for institutional studies, and salary surveys. NACElink cannot view, use, or sell individual candidate data.

### **Employers**

Through Laker CareerZone, the Office of Career Services and NACE will collect information from employers, such as contact information (phone numbers or e-mail addresses) and demographic information (location, type of organization, size of organization). This data may be included in aggregate reports used for evaluation of employment activities, educational programs, reports developed for institutional studies, and salary surveys. While NACE and Clayton State University 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 utilizing services of Clayton State University Office of Career Services are expected to abide by the NACE Code of Conduct for Career Services and College Recruitment Professionals. For details on the code of conduct please access it at <http://www.naceweb.org/principles/princip.html> .

### **Security**

Personally identifiable information is protected both on and offline. The data of students, graduates, and employers are password protected. NACElink 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.

The Clayton State University Office of Career Services does not endorse any employer and urges students and graduates to use good judgment in all of their interactions with employers. Jobs posted on the Laker CareerZone/NACElink system are not screened by NACE and may or may not be reviewed before posting. Site users are urged to validate job postings and use caution and common sense when applying for positions. Students and graduates are advised to not disclose social security numbers, credit card information, or bank account numbers to unknown employers. Job seekers should never spend any of their own money on an employment "opportunity" unless very certain that it is for a legitimate reason (such as training costs). The Clayton State University Office of Career Services advises students to interview in public places only.

Students or graduates should report any questionable recruitment practices by employers to the Clayton State University Office of Career Services.

### **Disclaimer**

NACE and NACElink are not affiliated with Clayton State University and therefore, Clayton State Office of Career Services cannot guarantee, nor does it otherwise accept responsibility for, any portion of this Statement that depends upon NACE's representations and its compliance with those representations.