

# **DCCCD: Career Planning and Job Search Services /NACElink Privacy and Use-of-Data Policy**

All Dallas County Community College District colleges participate in a computerized job bank which contains full and part-time job opportunities in the Dallas metroplex. NACElink is the national software program and database that supports the DCCCD job bank system. In addition to the participating colleges and universities, NACElink is a partnership between the National Association of Colleges and Employers. Employers use NACElink to post employment opportunities and search for résumés on NACElink.com

When logged into the DCCCD/NACElink JobBank system, users are on the NACElink 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.

Review NACElink's privacy policy: [http://www.nacelink.com/nl\\_privacy\\_policy.php](http://www.nacelink.com/nl_privacy_policy.php)

Review the Dallas County Community College privacy policy: <http://www.dcccd.edu/Privacy+and+Security+Commitment.htm>

## **Candidate Information Collected**

DCCCD JobBank/NACElink 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 Ball State University, major(s), graduation month and year, cumulative GPA, major GPA, degree(s) from other institution(s), future educational plans, name of future university, 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.

Each DCCCD campus provides a link from the Career Center Web site to NACElink as do the DCCCD Career Planning and Job Search Services Home Page. Students and alumni access NACElink directly from this link and create a personal password at the time of registration. Students and alumni input their data directly into the NACElink system. Candidates may change or correct personal information at any time. NACE and the DCCCD Career Centers 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 DCCCD Career Planning and Job Search Services**

Through the DCCCD JobBank/NACElink, students and alumni can view jobs, post résumés, and apply for jobs. 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.

DCCCD campus career centers 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 DCCCD JobBank/NACElink 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 nor the DCCCD can use or sell individual candidate data. Unlike commercial vendors, NACELink staff cannot look at individual data—only staff of the Dallas County Community College District Career Center can retrieve 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 the DCCCD JobBank 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. However, the DCCCD JobBank/NACELink system does provide open access to candidate résumés.

Employers can access candidate résumés in the global NACELink 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**

The DCCCD Career Planning and Job Search Services and NACELink 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 the DCCCD Career Planning and Job Search Services**

The Dallas County Community College District Career Centers use the account profiles in the JobBank /NACELink system to notify employers of both recruiting services and events and to market the DCCCD and its students. Employers may receive e-mails, e-newsletters, or hard-copy mailings from the Career Centers.

The name, phone number, and e-mail address of an individual employer contact may or may not be released to DCCCD candidates. Employers have the right to exclude contact information as well as indicate specific directions as to how candidates should apply for their listed position(s).

Contact information for employers may be shared with approved Career Center partners to solicit support for Career Center programs and publications as well as Internship programs. 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 DCCCD JobBank/NACElink 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.

The DCCCD JobBank/NACElink 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, alumni, and employer data are password protected. All personally identifiable information collected is stored on limited-access servers. Data are stored and secured on a SQL server within the DCCCD and replicated to NACE servers, which are also secure. 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.

## **Screening of Employment Opportunities**

Employment vacancies reported directly to the Dallas County Community College District JobBank are screened for completeness, accuracy, and appropriateness for DCCCD candidates. Vacancies must also meet standards for minimum wage requirements and identification of the employing organization (in the case of third-party recruiting firms). The DCCCD Career Planning and Job Search Services require all employers posting vacancies to the DCCCD JobBank/NACElink system to include a salary and/or salary range for each position listed.

Other vacancies posted on the global NACElink 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**

The DCCCD JobBank/NACElink may contain 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 DCCCD Career Centers or NACE of the contents on such third-party Web sites. The Dallas County Community College District 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 Dallas County Community College Career Centers and NACE may deem it necessary or appropriate from time to time to modify this privacy policy to reflect changes in the way the DCCCD and NACE collect or use information or changes in privacy-related laws, regulations, or industry standards. Accordingly, the DCCCD Career Centers 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 DCCCD Career Planning and Job Search Services/NACElink systems administrator, Warren Osby, at [WOsby@dcccd.edu](mailto:WOsby@dcccd.edu) or [CMerritt@dcccd.edu](mailto:CMerritt@dcccd.edu).