

Privacy Policy

Metropolitan State University and the Career Services Office are committed to preserving the privacy and accuracy of electronic personal/confidential information for Metropolitan State students, alumni and employers. We do not disclose, without your consent, personal information collected about you, except for certain explicit circumstances in which disclosure is required by law. Collection and access to student information is governed by the following campus and federal policies:

- [The Federal Family Educational Rights and Privacy Act](#) (FERPA)
- [Metropolitan State Web Content Disclaimer](#)

The Career Services Office, with the Center for Community Based Learning and Alumni Relations, partners with an external vendor, NACELink Network, a web-based national recruiting system, to offer job and internship listings, resume services and networking facilitation. [NACELink Network](#) is the result of an alliance among the [National Association of Colleges and Employers \(NACE\)](#), a nonprofit professional organization for career centers and employers, [Employers Association](#), a nonprofit association of national employers, and [Simplicity Corporation](#), an advanced technology provider for higher education and government. Details on their privacy practices can be reviewed at [NACELink Network Privacy Policy](#) and the [DirectEmployers Privacy Policy](#). DirectEmployers Association will provide backup hosting services to NACE's servers. NACE and DirectEmployers Association only have access to the data in aggregate form.

Resumes and profiles of students and alumni participating in any of these services reside on the NACELink Network server. Positions posted on these systems 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.

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.

How Will NACE or the Career Services Office 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 databases, and job-search agents.

- To communicate with users regarding use of NACELink, advise of site changes, or to inform you of other possible events/activities related to your career development.

Student/Alumni Jobseekers

NACE receives and collects personally identifiable information about you, a student/alumni user (contact information, demographic information, educational information, employment preferences, etc.) from you via NACELink after you subscribe for services and when you upload resumes, cover letters, and other documents which contain personal information. Metropolitan State 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 NACELink site or to publish resumes on the site.

You may also 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 database. Employers/search firms that use NACELink directly through NACELink can have access to your resume and the personal information contained therein for recruiting, interviewing, and hiring purposes. Employers may also have access to limited information from your profile only if your profile matches an employer's search criteria. NACE and Metropolitan State 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 Career Services endeavor to restrict access to this database to include only eligible employers, NACE cannot guarantee that other parties will not, without our consent, gain access to the database.

Employers

Career Services and NACE will collect information from employers utilizing NACELink. 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 in certain cases, 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' servers. You will need to re-enter the information every time a new financial transaction occurs. NACE will receive and collect from employers job and internship postings (including job descriptions, employment qualifiers, and salary information) posted either directly through NACELink, through the DirectEmployers Association web site, or through the Metropolitan State Career Services' 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 NACElink, 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. 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 be required 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.

Metropolitan State University has associated itself with NACE and NACElink in order to provide improved career services to Metropolitan State students and alumni. Many of the provisions contained in this Statement are based upon representations made by NACE and NACElink. While Metropolitan State believes that NACE and NACElink provide a valuable service to our job and internship seeking community, NACE and NACElink are not related to Metropolitan State University. Therefore, Metropolitan State University 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.

General Disclaimer

This web site contains links both within and outside Metropolitan State University's control. Unless otherwise noted, responsibility for the content, accuracy of information, quality, and safety or suitability of any information found at linked sites resides solely with the sites.