

Patriot Online Job Search Program/NACELink Privacy and Use-of-Data Policy

The Patriot Online Job Search Program is a Web-based tool for Southern State Community College students and alumni. Nacelink CSM system is the national software program and database that supports the Patriot Online Job Search Program. 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 CSM system to post employment opportunities and search for resumes on NACELink.com or through the DirectEmployers Association's Web site. Southern State Community College uses NACELink CSM system to provide a Web-based system for job posting, resume storage, and candidate registration.

When logging into the Patriot Online Job Search Program, users are on the NACELink CSM 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 CSM system.

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

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

Candidate Information Collected

The Patriot Online Job Search Program/NACELink CSM 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 Southern State Community College, major(s), graduation month and year, cumulative 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 functions and industry, work experience, and preferred geographic locations and county.

Southern State Community College provides a link from the Career Services Web site to NACELink CSM Network. Current students and alumni access NACELink CSM Network directly from this link. Current students login using their Campus Connect user name and password and complete their registration form. Alumni access NACELink CSM Network and create a personal password at the time of registration. Students and alumni input their data directly into the NACELink CSM 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 Southern State Community College

Through the Patriot Online Job Search Program/NACELink CSM Network, students and alumni can view jobs, post resumes, and apply for jobs. The information in a candidate's profile is used by the Career Services Office for job-search advising, promoting programs and service, and notifying candidates of employment opportunities. Personally identifiable information is not released to third parties.

Southern State Community College may conduct searches on resumes and candidate profiles to notify candidates of educational or employment opportunities through e-mail communications. By entering data

into the Patriot Online Job Search Program/NACElink CSM Network system, students and alumni may have data included in aggregate reports used for evaluation of employment activities, educational programs, and reports developed for institutional studies and salary surveys.

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

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

Employer Access to Candidate Information

Employers using the Patriot Online Job Search Program have access to student and alumni resumes for recruiting, interviewing, and hiring purposes only when candidates have specifically sent the resume to the employer for consideration or have opted into Resume Books. Southern State Community College does not provide open access to candidates resume, information, or data unless the candidate has opted into Resume Books.

Employers can access candidate resumes in the global NACElink CSM Network database when candidates have elected to participate in that service. Candidates may remove their resumes 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 Patriot Online Job Search Program and NACElink CSM 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 CSM system. VeriSign may use credit information only for this purpose.

Use of Employer Information by Southern State Community College

The Southern State Community College Career Services Office uses the account profiles in the Patriot Job Search Program/NACElink CSM Network to notify employers of 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 Services Office.

The name, phone number, and e-mail address of an individual employer contact are not released to Southern State candidates unless the contact 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 Services Office's discretion and according to current program and recruiting needs.

Contract information for employers may be shared with approved Career Services Office's partners to solicit support for Career Services programs and publication, such as Career Planning and Internships or Employer Information Sessions. Employers not wanting to be solicited in this fashion should contact Career Services.

Internet Protocol (IP) Addresses and Cookies

Candidate IP addresses are logged when candidates enter the Patriot Online Job Search Program/NACElink CSM 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.

The Patriot Online Job Search Program/NACElink CSM 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. Students, 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 server at Symplicity. NACElink CSM 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 Southern State Community College are screened for completeness, accuracy, and appropriateness for Southern State candidates. Vacancies must also meet standards minimum wage requirements and identification of the employing organization (in the case of third-party recruiting firms).

Other vacancies posted on the global NACElink CSM 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

The Patriot Online Job Search Program/NACElink CSM 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 Southern State Community College Career Services Office or NACE of the contents on such third-party Web sites. Southern State 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 Southern State Community College Career Services Office and NACE may deem it necessary or appropriate from time to time to modify this privacy policy to reflect changes in the way Southern State Community College and NACE collect or use information or changes in privacy-related laws, regulations, or industry standards. Accordingly, Southern State 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 Patriot Online Job Search Program systems administration, Career Services, Southern State Community College, rmoffat@sscc.edu