

RICELINK PRIVACY POLICY

The Rice University Center for Career Development uses the NACElink Web site, owned and operated by the National Association of Colleges and Employers (NACE). The Rice University Center for Career Development and NACE are committed to maintaining the privacy of personal information provided by the users of RICElink. Since we do collect certain types of information about our users, in this privacy statement, we will describe the terms and conditions surrounding the capture and use of that information including what we collect, how we use it, and how users can make changes.

Employers use NACElink to post employment opportunities and search the central resume database directly on NACElink.com, through the Rice University Center for Career Development RICElink Web site, Direct Employers Association's web site, or NACE's web site (NACEWeb) where there is a direct link to NACElink. Rice University uses NACElink to provide a web-based system for posting jobs, maintaining a resume database, registering, and scheduling interviews for its job seekers and for the employers who recruit on campus.

Students/alumni use NACElink through their college/university career centers to post resumes and review job opportunities.

NACE's commitment to all users - schools, employers, students/alumni - is that NACE will maintain the confidentiality of all information collected on NACElink and will not sell, transmit, or disclose, in any fashion, this information to any other organization. NACElink is the host server, storing and maintaining the data. NACE also has a partner, DirectEmployers Association, which will provide backup hosting services to NACE's servers. NACE and DirectEmployers Association have access to the data in aggregate form only.

How will NACE, or the Rice University Center for Career Development, use the personally identifiable information collected?

- To enable employers to access and use various tools, features, and functionality of the NACElink system, such as posting jobs, scheduling interviews, and using resume search engines. The appropriate staff will, to the best of their ability, verify that only bona fide employers are allowed access to RICElink.
- 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 employers regarding use of NACElink, site changes, or information on possible events/activities associated with recruiting.

Student/Alumni Jobseekers

NACE receives and collects personal identifiable information about a student/alumni user, (name, contact information, demographic information, academic history, employment history, etc.) via NACElink after they register for services and upload resumes, cover letters, and other documents which contain personal information.

The Rice University Center for Career Development may access some of the job seeker's personal information to send e-mail using communication tools on the site, to publish resumes in the school's resume book(s), and to send resumes to employers on behalf of the students/alumni.

Employers that use NACElink directly through NACElink or through the Rice University Center for Career Development will have access to users resume and the personal information contained therein for recruiting, interviewing, and hiring purposes. Employers will also have access to limited information from user's profiles only if the profile matches an employer's search criteria. NACE and the Rice University Center for Career Development are not responsible for what employers do with the personal information that is available or accessible on this site.

While NACE and the Rice University Center for Career Development 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

The Rice University Center for Career Development and NACE will collect information from employers utilizing the site. This information includes contact information (such as phone numbers or e-mail addresses), unique identifiers (such as NACE membership, account numbers, or passwords to NACElink), financial information (such as a credit card numbers), and demographic information (such as location, type of organization, size of organization). The financial information collected will be used only to bill an organization for fees associated with multi-school listings or other NACElink services. Credit card information will be deleted as soon as the transaction is completed and will not be stored on NACE's or DirectEmployers' servers. Employers will need to re-enter that information each time a new financial transaction is conducted.

NACE will receive and collect job postings (including job descriptions, employment qualifiers, and salary information) and interview schedules posted either directly through NACElink, the DirectEmployers Association web site, or the Rice University Center for Career Development RICElink Web site.

Technical Issues

- Updating Account Information
 - NACElink allows users to change or correct personal information at any time. To do so, users simply login to their account, go to their profile and locate options for editing the information.
- Internet Protocol (IP) Addresses and Aggregated User Data
 - NACE collects IP addresses from all users of the site, and collects and monitors other data and information about the activities of users on the site collectively. This data is used 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. However, when users access NACElink, it will set a cookie while they are on the site. Once users log out of the site or close their browser window the cookies are deleted. Thus, NACElink will not be storing information as to the number of times that a user visited the site. It will be necessary for users to log in each time that they wish to access 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 on-line and off-line. In addition, the job seeker and employer data is password protected, so only the user can access this information. All personally identifiable information collected by NACE 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 its control. The Rice University Center for Career Development has associated itself with NACE and NACElink in order to provide improved services to Rice students and alumni. Many of the provisions contained in this Statement are based upon representations made by NACE and NACElink. While Rice University believes that NACE and NACElink provide a valuable service to the Rice job seeking community, NACE and NACElink are not affiliated with Rice University. Therefore, Rice University can not 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.