

JOHN JAY COLLEGE CAREERNET PRIVACY POLICY

John Jay College's web-based software program known as "John Jay College CareerNet" is part of the NACElink web site, owned and operated by the National Association of Colleges and Employers (NACE). Both John Jay College and NACE are committed to maintaining the privacy of personal information for users ("you" or "user") of NACElink ("Site"). Since John Jay College collects certain types of information about students, alumni and employers, in this privacy statement, the terms and conditions surrounding the capture and use of that information including what information is collected, how it will be used, and how students, alumni and employers can make changes, will be discussed.

Employers use NACElink to post employment opportunities directly on NACElink.com, through John Jay College's web site, DirectEmployers Association's (NACE's partner) web site, or through NACE's web site, NACEweb, where there is a direct link to NACElink. John Jay College is a NACElink Career Services Manager (CSM) school and uses NACElink to provide a web-based system for job posting, resume database maintenance, registration, and interview scheduling for its job seekers (students and alumni) and for the employers who recruit on campus.

Students/alumni use NACElink through John Jay College's Career Development Services unit of the Division of Student Development to post resumes and review job opportunities.

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.

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 only have access to the data in aggregate form.

John Jay College's collection and access to students' personal information is governed by federal policy under the Family Educational Rights and Privacy Act (FERPA), as well as other College policies:

<http://www.jjay.cuny.edu/disclaimer/>.

How will NACE or John Jay College use personally identifiable information collected?

- To enable employers to access and use various tools, features, and functions of the NACElink system, such as posting jobs and interview schedules.
- To enable students/alumni to access and use various tools, features, and functions of the NACElink system, in particular, review job postings, create, upload and submit resumes for jobs and utilize job search agents.
- To communicate with employers regarding use of NACElink, advise of Site changes, or to inform students and alumni of other possible events/activities associated with recruiting.

Student/Alumni Jobseekers

NACE receives and collects personally identifiable information about students and alumni users, (name, contact information, demographic information, academic history, G.P.A; employment history, etc.) from students and alumni via NACElink after they subscribe for services and when they upload resumes, cover letters, and other documents which contain personal information.

John Jay College's Career Development Services may access some of the job seekers' personal information to send e-mails to job seekers using communication tools on the Site, to publish resumes in the College's resume book(s) on the Site, and to send resumes to employers on behalf of students and alumni.

Employers and job search firms that use NACElink directly through NACElink or through John Jay College's web site will have access to students and alumni resumes, if submitted, by them, to a resume book or an individual job listing, and the personal information contained therein for recruiting, interviewing, and hiring purposes. NACE and John Jay College are not responsible for what employers do with personal information about students and alumni that is available or accessible to them on this Site. While NACE and John Jay College endeavor to restrict access to this data base to eligible employers, NACE cannot guarantee that other parties will not, without NACE's or John Jay College's consent, gain access to the data base.

Employers

John Jay College and NACE will collect information from employers utilizing the Site. This information includes contact information (such as agencies' phone number(s) or e-mail address), unique identifiers (such as agencies' NACE membership or account numbers, or password to NACElink), 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 employer organizations for fees associated with multi-school listings or other NACElink services. NACE has a contract with VeriSign to verify credit card numbers. Employers' 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 their credit card information each time there is a new financial transaction to be conducted.

NACE will receive and collect job postings (including job descriptions, employment qualifiers, and salary information) and interview schedules posted either directly through NACElink, through the DirectEmployers Association web site, or through John Jay College's web site from all employers.

Technical Issues

Updating Account Information

NACElink allows users to change or correct their personal information at any time. To do so, users simply login to their account, go to their profile, and will find 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. NACE only uses such data anonymously and in the aggregate.

Cookies

When users access NACElink, it will set a cookie while users are on the site. Cookies, which are small text files recorded in users' hard drives, are employed by thousands of sites to enhance users' web viewing experiences. Cookies cannot damage users' files, nor can they read information from users' hard

drives. Cookies, in and of themselves, do not personally identify users, although they do identify users' computers. Cookies allow sites to "remember" users across pages of a site and across multiple visits to a 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 users access the Site, and users will have to log in each time that they use NACElink.

Security

NACE takes precautions to protect users' information. When users submit sensitive information via the web site, the information is protected both online and offline. When students and 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 users 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 information under NACE's control from loss, misuse and alteration.

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

John Jay College of Criminal Justice, CUNY
Career Development Services
445 West 59th Street, New York, New York 10019; (212) 237-8754
Hours: Monday, Thursday, Friday: 9:00am-5:00pm;
Tuesday, Wednesday: 9:00am-7:00pm (when classes are in session during the fall and spring semesters.)

College Nondiscrimination Policy Statement

John Jay College of Criminal Justice of the City University of New York (C.U.N.Y.) is committed to equal employment for all persons regardless of race, color, religion, sex, age, national origin, citizenship status (as defined under the Immigration Reform and Control Act), disability, veteran's status, sexual orientation, gender identity, marital status, genetic predisposition or carrier status, alienage, military or status as victim of domestic violence. John Jay College of Criminal Justice, C.U.N.Y., is also committed to providing all of its programs and activities to its students and alumni on a nondiscriminatory basis.

Equal employment opportunity extends to all aspects of the employment relationship including hiring, recruiting, interviewing, selection, transfer, promotion, training, working conditions, compensation, benefits, and other terms and conditions of employment.

John Jay College of Criminal Justice, C.U.N.Y., expects that any employer or third-party organization representing an employer using its facilities, including but not limited to the Career Development Services unit, for the purpose of recruiting full-time, part-time, or temporary employees, interns or cooperative education students, complies with federal and state equal employment opportunity laws in its recruiting and hiring. John Jay College of Criminal Justice, C.U.N.Y., also expects that employers, third-party organizations, and their representatives strive to eliminate all forms of harassment, including sexual harassment in their recruiting, hiring, and selection process.

Commitment Statement

Please sign the following commitment to engage in nondiscriminatory practices:

The **[name of employer or third-party organization]** does not discriminate on the basis of race, color, religion, sex, age, national origin, citizenship status (as defined under the Immigration Reform and Control Act), disability, veteran's status, sexual orientation, gender identity, marital status, genetic predisposition or carrier status, alienage, military or status as victim of domestic violence. The **[name of employer]** strives to eliminate all forms of harassment including sexual, racial, age, religion, national origin, and disability harassment.

The following person has been designated to address inquiries or complaints regarding employers' nondiscrimination policies:

Farris Forsythe, Affirmative Action Officer
John Jay College of Criminal Justice, CUNY
445 West 59th Street, Room 3110N
New York, New York 10019
212-237-8122
fforsythe@jjay.cuny.edu