

## **J-Connect Privacy Policy**

The Johns Hopkins University Career Center is committed to protecting the privacy of your personal information.

The NACElink Network, the result of an alliance among the National Association of Colleges and Employers (NACE), DirectEmployers Association, and Symplicity Corporation, is a national recruiting network and suite of web based recruiting and career services automation tools serving the needs of colleges, employers and job candidates. The Career Center contracts with the NACElink Network to provide Johns Hopkins University students and alumni with job and internship listings, on-campus interviewing opportunities, and calendar and document storage services. This system is called J-Connect.

Please refer to the NACElink Privacy Statement for technical details and a description of the NACElink.com site: [http://www2.nacelink.com/nl\\_privacy\\_policy.php](http://www2.nacelink.com/nl_privacy_policy.php)

### **Students/Alumni:**

Through J-Connect, available via the Career Center website, students and registered alumni can post resumes and additional application materials, view and apply for jobs and internships, and schedule on-campus interviews. Via J-Connect, students and alumni users will share personally identifiable information (name, contact information, demographic information, academic history, GPA, employment history, etc.) for the purposes listed above. The information in a candidate's profile is used by the Career Center for job-search advising, promoting programs and services, notifying candidates of employment and experiential opportunities, and referring qualified candidates to employers.

Students and alumni should never be asked by the Career Center or an Employer for their Social Security Number unless an offer of employment has been made. Some government agencies and government contractors require a security clearance prior to employment. Such a clearance often requires a Social Security Number. However, a the clearance process always begins after a tentative offer has been made.

Only the resumes of students who have given permission to have their resumes released to employers (i.e., participation in resume books) are shared with prospective employers. Resumes are not shared with third parties, such as employment agencies or search firms without your consent. Resumes are selected based on objective, legally-permissible requirements.

Employers do not have access to view information or resumes directly from the Career Center database. NACE's commitment to all users—schools, employers, and students/alumni—is that NACE will maintain the confidentiality of all information collected on J-Connect and NACE will not sell, transmit, or disclose in any fashion this information to any other organization.

The Career Center may conduct searches on resumes and candidate profiles to notify candidates of educational or employment opportunities through email communications. The Career Center may also forward resumes to employers for consideration based upon student interest and

background. By entering data into the J-Connect 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. NACELink cannot use or sell individual candidate data. Unlike commercial vendors, NACELink staff cannot look at individual candidate data.

## **Employers:**

The Johns Hopkins University Career Center will collect information from employers utilizing the J-Connect site. This information includes contact information (such as phone number or e-mail address), unique identifiers (such as your NACE membership or account numbers, or password to J-Connect); and demographic information (e.g., location, type of organization, size of organization, etc.). We collect credit card numbers for events by phone only. After each transaction, the Career Center shreds the information; therefore, you will need to provide the information each time there is a new financial transaction.

NACE will receive and collect from employers, job and internship postings (including job descriptions, employment qualifiers, and salary information) and interview schedules posted either directly through J-Connect, through the DirectEmployers Association web site, or through the Career Center web site.

## **Technical Issues**

### Updating Account Information

J-Connect allow 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**

Personally identifiable information is protected both on- and offline. The data of students, alumni, and employers are password protected. All personally identifiable information collected by NACE is stored in limited-access servers. This site uses reasonable industry security practice to protect from loss, misuse, and alteration of the information under its control. The Johns Hopkins University's Career Center has associated itself with NACE and NACELink in order to provide improved services to Johns Hopkins University students and alumni. Many of the provisions contained in this Statement are based upon representations made by NACE and NACELink. While The Johns Hopkins University believes that NACE and NACELink provide a valuable service to The Johns Hopkins University job seeking community, NACE and NACELink are not affiliated with The Johns Hopkins University. Therefore, The Johns Hopkins 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.

The Career Center does not endorse any employer and urges students to use good judgment in all of their interactions with employers. The Career Center suggests that students request business references for unknown organizations before interviewing with them off campus or exploring job opportunities. Students should not give a prospective employer personal information such as their credit card, social security, or bank account numbers without legitimate reason, nor should they be required to spend any of their own money on an employment opportunity. The Career Center advises students to interview in public places only.

Students and alumni should contact the Career Center if they have any concerns about the use of their information. Students and alumni can view, correct or change their information by logging into their account on the Career Center website.