PRIVACY and USAGE Policies

12/19/16

California State University, Fullerton - Division of Student Affairs

Career Center

Privacy and Usage Policies for Employers and Students

Information

Overview: The Cal State University, Fullerton Career Center is committed to maintaining the privacy of personal information collected primarily through TITAN CONNECTION. Terms and conditions surrounding the capture and use of information will be herein described including what is collected, how it is used, and how users can make changes, among other policies that pertain to Use.

TITAN CONNECTION is a proprietary name of a service managed by the University Career Center at California State University, Fullerton, CA. TITAN CONNECTION is a software licensing partnership between CSUF Career Center, Symplicity Corporation's Career Services Manager (CSM) and NACElink. Symplicity's CSM bundled with NACElink, deployed at more 1,000 institutions, is a one-stop integrated solution for enterprise wide management of job postings, internship postings, resume services, on-campus interviewing, employers, students, alumni, calendaring, communications, customer relationships, and more.

Personal information collected and maintained by the CSUF Career Center is used in the provision of services to our clients, as well as to inform them of services and programs that may be of interest. As such, this collected information is accessible only to CSUF Career Center staff. The personal information we collect may also be used to construct aggregate reports that assist us in program planning and for statistical reports. Any personal information collected from clients in the provisions of services is shared with parties outside the CSUF Career Center only in aggregate form.

CSUF Career Centers' collection and access to students' personal information is governed by federal policy under the Federal Family Educational Rights and Privacy (FERPA), as well as CSUF privacy policies.

Information collected on the TITAN CONNECTION or through the CSUF Career Center website will not be sold, transmitted, or disclosed to any other organization. CSUF is not liable, however, for confidentiality breach that is beyond their reasonable control.

Web Site Usage: CSUF TITAN CONNECTION job listings, resume services, on-campus recruiting, and career expo/fair registration services are provided in partnership with the NACElink Network, a national recruiting network. NACElink is an alliance of the National Association of Colleges and Employers(NACE), a non-profit professional organization for career centers and employers, the Direct Employers Association, a nonprofit association of national employers, and Symplicity, a state-of the art technology provider of web-based tools and software solutions. Please note and remember that when you visit these other websites, even the affiliated and co-branded sites, and the sites' own privacy policies apply.

With using NACElink, students' profile data and resumes reside on NACElink Network servers, and policies governing this data are covered in the NACElink Privacy Policy: http://www2.nacelink.com/nl_privacy_policy.php

Student and employer information from our website may be used to construct aggregate reports that assist the CSUF Career Center in program planning for statistical reports or to inform clients of services and programs that may be of interest. This information may also be used to troubleshoot technical problems.

Though every effort is made to review every job posting on our website, via the TITAN CONNECTION, as well as the affiliated and co-branded sites, some positions may not be reviewed before posting. Clients, job seekers, and others are urged to validate job postings and use caution and common sense when applying. The CSUF Career Center strongly advises students to not disclose social security numbers, credit card information or bank account numbers to unknown employers. CSUF and Career Services cannot be held responsible and/or liable for any damages, real or imagined, past, present, or future, from the information contained in or requested by the job postings.

Data Collection

How does the CSUF Career Center use information collected?

-To enable employers to use various tools, features, and functionality of the CSUF TITAN CONNECTION system, such as posting jobs, scheduling interviews, and searching resumes. CSUF Career Center staff will, to the best of their ability, approve only bona fide employers to be granted access to TITAN CONNECTION.

- To enable CSUF students/alumni to use various tools, features, and functions of the TITAN CONNECTION system, such as searching job postings, uploading resumes, and setting job search agents.

- To communicate with users regarding use of TITAN CONNECTION, site changes, or information about events/activities promoted by the Career Center.

Job Seekers and Student/Alumni Use – (http://www.fullerton.edu/career/privacy-policy.php)

The Cal State University, Fullerton Career Center is committed to protecting your personal information and will collect, maintain, and disseminate it solely for the purpose and in support of your professional development, search for employment and/or admission to graduate or professional schools. This information can include demographic data your provide or obtained on your behalf, resumes, cover letters, writing samples, reference letters, video, audio, or any other information provided in support of your efforts to secure employment. This information may be shared with hiring officials of school districts, government agencies, business organizations, social service agencies, faculty members at CSU Fullerton, staff members at CSUF Fullerton, and other bona fide agents of employing agencies. The disclosure of this information could occur by any means including, US Postal service, private mail service, such as Federal Express or United Parcel Service, or electronically through facsimile transmission, email transmission or other Internet supported modes of transport. Information collected may also be used to

tailor our services to your needs and to construct aggregate reports that assist us in program planning. We operate computer systems locally and in partnership with external organization whose contractual terms of service and privacy are congruent with the goals outlined above.

CSUF TITAN CONNECTION receives and collects personal identifiable information from users, (name, contact information, demographic information, academic history, etc.) after they register for services and upload resumes, cover letters, and other documents. CSUF TITAN CONNECTION jobseeker access is limited to the exclusive use of CSUF students, alumni, faculty and staff. CSUF Career Center reserves the right to modify or delete any user profile or any other documents contained in CSUF TITAN CONNECTION for any reason.

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

Employers using TITAN CONNECTION have access to job seekers' resumes and personal information when jobseekers' accounts designate this information as public. CSUF and the Career Center is not responsible for what employers do with the personal information that is available or accessible on this site.

Job seekers may remove resumes from CSUF TITAN CONNECTION at any time. However, employers who previously accessed the database or obtained a copy of a resume may have retained a resume copy in their own files or databases. CSUF Career Center is not responsible for the retention, use or privacy practices of any employer or recruiter.

While CSUF Career Center endeavors to restrict access to this database to eligible employers, we cannot guarantee that objectionable parties will not gain access to the database. CSUF Career Center reserves the right to modify or delete any employer profile or job listing from TITAN CONNECTION for any reason.

Resumes

Because CSUF Career Center offers job search assistance, we give you the opportunity to create a resume and store it on our system. When you store your resume on our system, you can choose one of the following options:

- You can store your resume on our database, but not allow it to be searchable by employers or recruiters. If you choose this option, your resume will not be available to employers unless you ask us to provide it.
- You can allow your resume, including your name and contact information, to be searchable and viewable by employers or recruiters.

IF YOU ELECT TO MAKE YOUR RESUME VIEWABLE BY EMPLOYERS (OPTION 2), ALL INFORMATION (INCLUDING PERSONALLY IDENTIFIABLE INFORMATION) THAT YOU INCLUDE IN YOUR RESUME MAY BE

VIEWED BY RECRUITERS AND EMPLOYERS. YOU SHOULD NOT ENTER ANY INFORMATION IN THE BODY OF YOUR RESUME THAT YOU WISH TO REMAIN CONFIDENTIAL.

Though every effort is made to review every job posting on our website, via TITAN CONNECTION, as well as the affiliated and co-branded sites, some positions may or may not be reviewed before posting. Once you send your contact and other information to an employer or recruiter or once your resume is accessed from our searchable database, CSUF Career Center is not responsible for the retention, use or privacy practices of that employer or recruiter.

You may remove your resume from our searchable database at any time. However, third parties who accessed the database or obtained a copy of your resume may have retained a copy of your resume in their own files or databases. CSUF Career Center is not responsible for the retention, use or privacy of resumes in these instances.

Links to Other Websites

CSUF Career Center publicizes content or services from other web sites linked on the website of CSUF Career Center and/or via TITAN CONNECTION. We also offer a collection of services, such as career planning tools, networking databases, and other services that are provided by third parties through links located on our website. Some of these third-party sites are co-branded and have the CSUF Career Center logo. Please remember that when you visit these other web sites, even the affiliated and co-branded sites, that the sites' own privacy policies apply. To read the privacy policies for some of the CSUF Career Centers' other sites, see the links below this policy.

UNLESS OTHERWISE NOTED, RESPONSIBILITY FOR THE CONTENT, ACCURACY OF INFORMATION, CHANGES AND UPDATES, QUALITY, SAFETY OR SUITABILITY OF ANY INFORMATION FOUND AT LINKED SITES RESIDES SOLELY WITH THE SITES. CSUF CAREER CENTER PROVIDES THESE LINKS AS A CONVENIENCE AND THE INCLUSION OF ANY LINK DOES NOT IMPLY ENDORSEMENT OF THE SITE, OR ANY ASSOCIATION WITH ITS OPERATORS.

Solicitation

Solicitation to CSUF students is generally prohibited. The CSUF Office of ASI will approve the posting of signs and is governed by the Rules and Guidelines. This and other information connected with marketing and signage on the CSUF campus can be found at http://www.asi.fullerton.edu/services/marketingAndDesign.asp .

CSUF Career Center sponsors certain events that allow employers and other organizations to display to and talk with students about jobs, internships, service learning, and volunteer-type positions. CSUF Career Center retains the right to prohibit any person-to-person solicitation on campus as a means of business except as a part of university wide events. Other issues of solicitation may be governed by other CSUF Student Life offices or CSUF Colleges and other departments, and may add or supersede any of the above policies. Please call the ASI for more information at 657.278.2401 or 2403.

Employers

Job listing, on-campus recruiting, and resume services are provided through the NACElink Network, a web-based recruiting system resulting from an alliance between the National Association of Colleges and Employers (NACE), a nonprofit professional organization for career centers and emplo0yers, Direct Employer Association, a nonprofit association of national employers, and Symplicity Corporation, an advanced technology provider for higher education and government

CSUF Career Center collects information from employers utilizing the sites including contact information, unique identifiers (such as usernames and passwords to TITAN CONNECTION), possibly financial information (such as credit card numbers), and demographic information (such as location, type of organization, size of organization). Financial information collected will only be used to bill an organization for fees associated with a requested service such as a job expo or other services. All fees will be explicit.

It is forbidden for any person, department, or organization to obtain CSUF TITAN CONNECTION user contact information for the purpose of soliciting funds or soliciting material goods from TITAN CONNECTION users. It is also forbidden that any perspective employers contact CSUF TITAN CONNECTION users about anything except real job or internship opportunities. These activities are strictly prohibited and violation can result in legal prosecution.

CSUF Career Center reserves the right to modify or delete any employer profile or job listing from TITAN CONNECTION for any reason.

Employer Recruiting Guidelines - http://www.fullerton.edu/career/recruiters/post-positions.php

CSUF Career Center welcomes employers and offers them the opportunity to recruit on campus, post jobs and internships, conduct information sessions, and participate in CSUF Career Center recruiting events if the company/organization represented understands and abides with the following guidelines.

Policy Revisions

All registered users are bound to the terms of the latest revision of the Policy. CSUF Career Center may modify this privacy policy at any time. If we make substantial changes, we will notify you by posting a prominent announcement on our pages. You should also check this page from time to time to ensure that you are aware of the most recent version of the policy. Your continued use of the site after our posting of any modifications to the policies will indicate your acceptance of the new or modified terms. Last revision: October 31, 2016.

Comments and Questions

If you have any questions, comments or concerns about our Privacy Policy, you may contact us by email at career@fullerton.edu or by regular mail at: CSUF Career Center, 800 N. State College, LH-208, Fullerton, CA 92831; phone 657.278.3121.

More Information:

Federal Family Educational Rights and Privacy Act (FERPA)
http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

NACElink Network - http://www2.nacelink.com/nl_privacy_policy.php

Symplicity - http://www.symplicity.com/