

St. Olaf College Ole Recruiting Privacy Policy



This document is intended to outline the usage and privacy policy of students and alumni who enter the Ole Recruiting system.

You are now on the NACElink Network (NN) web site, owned and operated by the National Association of Colleges and Employers (NACE) in collaboration with Symplicity. NACE and St. Olaf College are committed to maintaining the privacy of personal information of the people who use ("you" or "user") NACElink.com ("Site"). Since we collect certain types of information about our users, we want you to understand the terms and conditions surrounding the capture and use of that information. This privacy statement discloses what information we collect, how we use it, and how to correct and change it.

SECURITY

When users submit personally identifiable information via the web site, the information is protected both online and off-line.

All personally identifiable information NACE collects about you 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. NACElink uses encryption for credit card information.

Only NACE and Symplicity employees who need personally identifiable user information to perform a specific job (i.e., a customer service representative) are granted access to that information.

In addition, the student, alumnus, and employer data is password protected, so only you (or third parties you provide your password to) can access this information.

This system uses "cookies" which may collect system information such as IP address and browser version. **NOTE:** Because St. Olaf uses the student ID number as the username, when using a public computer you should always clean your cache before leaving the computer.

PRIVACY & DATA MANAGEMENT

This system is provided by the Center for Experiential Learning (CEL) at St. Olaf College in partnership with the National Association of Colleges and Employers (NACE). The CEL is committed to maintaining good privacy practices regarding electronic personal information for all of our users. All privacy policies for our partners have been reviewed by the CEL staff and are accessible through the links at the bottom of each page of Ole Recruiting.

Collection and access to student information is governed by campus and federal policy under the Federal Family Educational Rights and Privacy Act ([FERPA fact sheet](#)). All user information is considered confidential and its use restricted to the CEL staff on an as-needed basis. Data collected on student participation in CEL services, usage of the job/internship database and

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participation in on-campus recruiting is used to provide and tailor services to our users and to construct aggregate reports that assist us in program planning.

Employers may have access to limited information from your profile—name, school attending, graduation date, and e-mail address. Employers will only have access to this information if you apply for an employer's job/internship posting. If you have questions regarding the privacy practices and policies of employers with respect to personal information, we recommend contacting the employer directly.

Neither NACE nor Symplicity reviews job postings on individual school web sites or nacelink.com. **The CEL does not regularly review jobs or internships submitted by employers. Users are urged to validate job/internship postings and use caution and common sense when applying.** Do not disclose Social Security numbers, credit card information, or bank account numbers with unknown employers.

PRIVACY POLICY CHANGES

NACE or St. Olaf College may deem it necessary or appropriate from time to time to modify this privacy policy to reflect changes in the way we collect or use information or changes in privacy-related laws, regulations, or industry standards. Accordingly, NACE and St. Olaf College 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.

If you have any questions, concerns, or comments regarding this Privacy Policy or privacy issues relating to Ole Recruiting, please [contact us](#).