

UNLV Career Services Website Privacy Policy

UNLV Career Services has created this privacy policy statement in order to demonstrate our respect for the privacy of our members and visitors to Career Services web site. Career Services will provide a link to this privacy policy on all pages that ask for your personal information. The following explains our practices for gathering and using information from employers, students, alumni and other visitors to our website.

PART I. Employers & Visitors

Employers:

- **Career Services Website (<http://hire.unlv.edu>):** UNLV Career Services' website does not collect cookies or IP Addresses. UNLV Career Services will not provide mailing addresses, e-mail addresses, phone numbers, or other personally identifiable information that it collects on its web sites to any individual or organization for any purpose, including commercial. The Career Services website uses firewalls to protect from loss, misuse, and alteration of the information under our control.
- **Office Use:** UNLV Career Services does everything in its power to protect user information off-line. All of our users' information—not just the sensitive information mentioned above—is restricted to the employees (which may include student workers employed by Career Services) who need the information to perform a specific job. All our employees are kept up-to-date on our security and privacy practices.
- **UNLV CareerLink:** UNLV CareerLink is the local name for the online recruiting system used by Career Services to offer employers access to free job and internship postings, free Resume Books, free On-Campus Recruiting, and career fairs. We are part of the NACElink Network. The system is operated by and resides on the secure servers of our vendor, Symplicity, which is partnered with the National Association of Colleges and Employers (NACE), a non-profit organization. For the NACElink Network Privacy Policy see their link on UNLV CareerLink log-in page or go to http://www.nacelink.com/nl_privacy_policy.php.

PART II. Students & Alumni

- **Career Services Website (<http://hire.unlv.edu>):** UNLV Career Services' website does not collect cookies or IP Addresses. UNLV Career Services will not provide mailing addresses, e-mail addresses, phone numbers, or other personally identifiable information that it collects on its web sites to any individual or organization for any purpose, including commercial. The Career Services website uses firewalls to protect from loss, misuse, and alteration of the information under our control.
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- **UNLV CareerLink:** UNLV CareerLink is the local name for the online recruiting system used by Career Services to offer students and alumni (UNLV graduates who are members of the UNLV Alumni Association) free online access to job and internship postings, Resume Books, On-Campus Recruiting, events, and career fair information. Student and alumni profile (demographic) data and resumes will reside on the secure servers of our vendor, Symplicity, which is partnered with the National Association of Colleges and Employers (NACE), a non-profit organization. For the NACElink

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- **Demographic Data:** Students/alumni demographic data may be included in aggregate reports to state agencies, in reports developed for internal institutional studies on the make-up of the student users (e.g., numbers of interviews, graduate placement reporting, etc.), and/or to facilitate job placements for students/alumni. UNLV may have access to the demographic data for purposes as approved by the school's legal counsel and as allowed in the institutional privacy policy. UNLV Career Services will not provide mailing addresses, e-mail addresses, phone numbers, or other personally identifiable information that it collects on its web sites for any commercial purposes.
- **Job & Internship Postings:** Jobs posted on the NACElink system may or may not be reviewed by Career Services before posting. Users are urged to validate employers and job postings and use caution and common sense when applying. Do not disclose social security numbers, credit card information or bank account numbers to unknown employers.
- **Resumes:** Resumes are not required for students/alumni to register on UNLV CareerLink, or to search for jobs and internships. They are required to apply through the system for a job or internship, and to participate in On-Campus Recruiting and Resume Books. Users who choose to upload a resume to UNLV CareerLink agree to the inclusion of a resume in online Resume Books, which are regularly accessed by direct-hire employers approved by UNLV Career Services. Users have the right to "opt out" of this feature by clicking the "Privacy" tab under the "profile" link once logged in to UNLV CareerLink. Career Services personnel have access to the resumes whether or not they are included in Resume Books. Users may delete their resume(s) from the system at any time (please note, however, that employers may still have a copy of the resume if an application was submitted through the system for a job/internship or On-Campus Recruiting interviews, or was previously part of Resume Books. UNLV CareerLink is not a resume repository; be sure to keep the original documents/files.

Career Services reserves the right to alter its privacy policies. Any changes to the policy will be posted on this page. Questions: Call 702-895-3704 or email: <mailto:cscssc@unlv.edu>

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