



Excelsior College EC JobLinks Privacy Policy

The Excelsior College Career Center is committed to maintaining good privacy practices regarding electronic personal information for all our users. The Career Center contracts with NACELink Network to provide Excelsior College students with job listings and resume services. These services are provided through the [NACELink Network](#), a web-based national recruiting system, the result of a collaboration among the National Association of Colleges and Employers (NACE), a nonprofit professional organization for career centers and employers, DirectEmployers, a nonprofit association of national employers, and the Symplicity Corporation, an advanced technology provider for higher education and government. NACE's commitment to all users; colleges, employers, and students, is that NACE will maintain the confidentiality of all information collected on NACELink and will not sell, transmit, or disclose in any fashion this information to any other organization. Please refer to the [NACELink Privacy Statement](#) for privacy practices, technical details and a description of the NACELink.com site.

With NACELink, known as **EC JobLinks**, students' personally identifiable information is protected both on and offline. The data of students and employers are password protected. All data collected for our job listing/resume database services are stored on NACELink secure servers. NACELink has technical, administrative, and physical security measures and safeguards in place to protect against the loss, misuse, or alteration of information under NACE's control.

Information collected is used internally for Excelsior College Career Center to provide and tailor services to our users. It may also be used in aggregate form only to generate reports to assist with program planning. Excelsior College fully complies with the Federal Family Educational Rights and Privacy Act (FERPA) which governs the collection of and access to student information.

Through NACELink, students can post resumes, as well as view and apply for jobs. The Career Center staff may use the information in a candidate's profile for job search advising, promoting programs and services, notifying candidates of employment opportunities, and referring qualified candidates to employers. The Career Center may conduct searches on resumes and candidate profiles to notify candidates of educational or employment opportunities through email communication. Employers do not have access to view information or resumes directly from EC JobLinks unless students apply to a specific position or give permission to be included in resume books for employers. Only the resumes of students who have given permission can be reviewed by prospective employers.

The presence of job postings on this web site does not indicate an endorsement from Excelsior College or the Career Center. Jobs posted on EC JobLinks are not screened by the Career Center or NACE before posting. Site users are urged to validate job postings and use caution, common sense, and good judgment when applying for positions, and in all interactions with employers. It is strongly recommended that users do not disclose personal information such as Social Security numbers, credit card information, or bank account numbers to unknown employers.