

Augusta State University Career Center

ASU CareerLink Privacy and Use-of-Data Policy

Augusta State University Career Center is committed to protecting the privacy of your personal information. The ASU Career Center contracts with NACElink Network to provide ASU students with job listings, career event & recruitment scheduling, and resume services. Please refer to the [NACElink Privacy Statement \(http://www2.nacelink.com/nl_privacy_policy.php\)](http://www2.nacelink.com/nl_privacy_policy.php) for technical details and a description of the NACElink.com site and its partners.

Use of Personally Identifiable Candidate Information by Augusta State University Career Center

- Through NACElink, available via the ASU Career Center website, students and registered alumni can post resumes, view and apply for jobs, and obtain or register for various career programs and recruitment events. The information in a candidate's profile is used by the ASU Career Center for job-search advising, promoting programs and services, notifying candidates of employment opportunities, and referring qualified candidates to employers.
- Only the resumes of students who have given permission to have their resumes released to employers via the "Privacy Tab" of the student profile are shared with (through resume referrals by ASU Career Center staff) or accessible to (ASU Web Resume Book for employers) prospective employers.
- Resumes are selected based on objective, legally-permissible requirements and ASU Staff and employers utilizing our services are expected to abide by the national Code of Conduct for Career Services and College Recruitment Professionals by the National Association of Colleges & Employers. For details on the code of conduct please access it at (ENTER SITE). Please refer to our Security section of this document for additional details regarding data placed on this site.
- ASU CareerLink users can view, correct or change their information by logging into their account through the ASU Career Center website www.aug.edu/career_center.
- The ASU Career Center updates student/alumni academic, demographic and directory information in ASU CareerLink at least once a semester through the campus student/registration database for ASU called BANNER. If there is directory/academic/demographic data you feel is inaccurate in ASU CareerLink that you cannot edit in the system directly, please contact the Registrar's office to update your student information in BANNER to avoid any inaccuracies being transferred over to the system.

The ASU Career Center may conduct searches on resumes and candidate profiles to notify candidates of educational or employment opportunities through email communications. By entering data into the ASU CareerLink/NACElink 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.

Security

Personally identifiable information is protected both on - and offline. The data of students, alumni, and employers are password protected. 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.

The ASU Career Center does not endorse any employer and urges students to use good judgment in all of their interactions with employers. Jobs posted on the ASU CareerLink/NACElink system may or may not be reviewed before posting. Site users are urged to validate job postings and use caution and common sense when applying for positions. Do not disclose social security numbers, credit card information or bank account numbers to unknown employers. Job seekers should never spend any of their own money on an employment "opportunity" unless very certain that it is for a legitimate reason (such as training costs). The ASU Career Center advises students to interview in public places only.

Students should report any questionable recruitment practices by employers using the system directly to the ASU Career Center. For details on the privacy practices of our partners in providing this online service, please review the [NACElink Privacy Policy](#) and the [Direct Employers Privacy Policy](#). All privacy policies for our partners have been reviewed by Career Services.