

STUDENT TERMS OF USE:

This website is ONLY for current Hunter College Undergraduates and Graduate students, and alumni of these programs. Students are expressly prohibited from sharing their accounts with anyone. It is the responsibility of students to ensure that their profile information is accurate and up to date. Students are also responsible for keeping the interview appointments they make with employers and following through on commitments. Students who violate the terms of service or otherwise behave, in writing or in person, in a manner which jeopardizes Hunter's reputation with employers, may lose CareerNet privileges. Use of your account is subject to the policy of The City University of New York on computer users' responsibilities. Hunter College's Career Development Services unit and NACE do not screen, endorse or guarantee any job or internship posted in CareerNet.

PRIVACY POLICY

Hunter is a NACELink Career Services Manager (CSM) school and uses NACELink to provide a web-based system for job posting, resume database maintenance, registration, and interview scheduling for its job seekers (students and alumni) and for the employers who recruit on campus.

NACE has represented to Hunter that it will maintain the confidentiality of all information collected on NACELink and that NACE will not sell, transmit, or disclose, in any fashion, this information to any other organization. NACELink is the host server storing and maintaining the data. NACE also has a partner, DirectEmployers Association, which will provide backup hosting services to NACE's servers. NACE has further represented to us that NACE and DirectEmployers Association only have access to the data in aggregate form. For details on their privacy practices, please review the [NACELink Network Privacy Policy](#) and the DirectEmployers privacy policy at <http://www.directemployers.com/privacystatement.asp>.

Collection and access to student information by Hunter College is governed by campus and federal policy under the [Federal Family Educational Rights and Privacy Act \(FERPA\)](#), as well as the Privacy Policy for Hunter.cuny.edu http://www.hunter.cuny.edu/Privacy_Policy/privacy_policy.shtml and the CUNY Computer Use Policy http://www1.cuny.edu/abtcuny/policies/comp_user.html.

How will Hunter College use personally identifiable information collected from CareerNet?

- To enable employers to access and use various tools, features, and functions of the NACELink system, such as posting jobs and interview schedules.
- To enable students/alumni to access and use various tools, features, and functions of the NACELink system, in particular, review job postings, create, upload and submit resumes for jobs and utilize job search agents.

- To communicate with employers regarding use of NACELink, advise of Site changes, or to inform students and alumni of other possible events/activities associated with recruiting.

Student/Alumni Jobseekers

NACE receives and collects personally identifiable information about students and alumni users, (name, contact information, demographic information, academic history, G.P.A; employment history, etc.) from students and alumni via NACELink after they subscribe for services and when they upload resumes, cover letters, and other documents which contain personal information. Hunter College's Career Development Services may access some of the job seekers' personal information to send e-mails to job seekers using communication tools on the Site, to publish resumes in the College's resume book(s) on the Site, and to send resumes to employers on behalf of students and alumni.

Employers and job search firms that use NACELink directly through NACELink or through Hunter College's web site will have access to students and alumni resumes, if submitted, by them, to a resume book or an individual job listing, and the personal information contained therein for recruiting, interviewing, and hiring purposes. Hunter College is not responsible for what employers do with personal information about students and alumni that is available or accessible to them on this Site. While NACE endeavors to restrict access to this data base to eligible employers, NACE cannot guarantee that other parties will not, without NACE's or Hunter College's consent, gain access to the data base.

Employers

Hunter College and NACE will collect information from employers utilizing the Site. This information includes contact information (such as agencies' phone number(s) or e-mail address), unique identifiers (such as agencies' NACE membership or account numbers, or password to NACELink), financial information (such as a credit card number), and demographic information (for example, location, type of organization, size of organization). NACE has represented that the financial information collected will be used only to bill employer organizations for fees associated with multi-school listings or other NACELink services. Hunter understands from NACE that NACE has a contract with VeriSign to verify credit card numbers and that employers' credit card information will be deleted as soon as the transaction is completed and will not be stored on NACE's or DirectEmployers' servers.

Internet Protocol (IP) Addresses and Aggregated User Data

NACE collects IP addresses from all users of the Site, and collects and monitors other data and information about the activities of users on the Site collectively. NACE represents that it only uses such data anonymously and in the aggregate.

Cookies

When users access NACELink, it will set a cookie while users are on the site. Cookies, which are small text files recorded in users' hard drives, are employed by thousands of sites to enhance users' web viewing experiences. Cookies cannot damage users' files, nor can they read information from users' hard drives. Cookies, in and of themselves, do not personally identify users, although they do identify users' computers. Cookies allow sites to "remember" users across pages of a site and across multiple visits to a site.

Hunter College has associated itself with NACE and NACELink in order to provide improved career services to Hunter College students and alumni. Many of the provisions contained in this statement are based upon representations made by NACE and NACELink. While Hunter College believes that NACE and NACELink provide a valuable service to our job seeking community, NACE and NACELink are not related to Hunter College. Therefore, Hunter College cannot guarantee nor does it otherwise accept responsibility for any portion of this statement that depends upon NACE's representations and its compliance with those representations.