

## PRIVACY POLICY

The Office of Career Services of Azusa Pacific University is committed to providing privacy of personal information for clients of the Office of Career Services.

Personal information collected and maintained by the Office of Career Services is used in the provision of services to our clients, as well as inform them of services and programs that may be of interest. As such, this collected information is accessible only to Office of Career Services staff. The personal information we collect may also be used to construct aggregate reports that assist us in program planning and for statistical reports. Any personal information collected from clients in the provision of services is shared with parties outside of the Office of Career Services only in aggregate form.

The Office of Career Services' collection and access to students' personal information is governed by federal policy under the Federal Family Educational Rights and Privacy Act (FERPA), as well as Azusa Pacific University privacy policies.

### Web Site Usage

APU Career Network job listings, resume services, On-Campus Recruiting, and career fair registration services are provided in partnership with the NACELink Network®, a national recruiting network. NACELink is an alliance of the National Association of Colleges and Employers (NACE), a nonprofit professional organization for career centers and employers, the Direct Employers Association, a nonprofit association of national employers, and Symplicity, a state-of-the-art technology provider of web-based tools and software solutions. Please remember that when you visit these other websites, even the affiliated and co-branded sites, the sites' own privacy policies apply.

With regard to the use of NACELink, students' profile data and resumes will reside on NACELink Network servers, and policies governing this data are covered in the NACELink Privacy Policy.

Student and employer information from our website may be used to construct aggregate reports that assist the Office of Career Services in program planning for statistical reports or to inform clients of services and programs that may be of interest. This information may also be used to troubleshoot technical problems.

Though every effort is made to review every job posting on our website, via the APU Career Network, as well as the affiliated and co-branded sites, some positions may or may not be reviewed before posting. Clients are urged to validate job postings and use caution and common sense when applying. The Office of Career Services staff strongly advises students to not disclose social security numbers, credit card information or bank account numbers to unknown employers. APU and the Office of Career Services cannot be held responsible and/or liable for any damages, real or imagined, past, present or future, from the information contained in or requested by the job postings.

### Resumes

Because the Office of Career Services offers job search assistance, we give you the opportunity to create a resume and store it on our system. When you store your resume on our system, you can choose one of the following options:

- You can store your resume in our database, but not allow it to be searchable by employers or recruiters. If you choose this option, your resume will not be available to employers unless you ask us to provide it.

- You can allow your resume, including your name and contact information, to be searchable and viewable by employers or recruiters.

IF YOU ELECT TO MAKE YOUR RESUME VIEWABLE BY EMPLOYERS (OPTION 2), ALL INFORMATION (INCLUDING PERSONALLY IDENTIFIABLE INFORMATION) THAT YOU INCLUDE IN YOUR RESUME MAY BE VIEWED BY RECRUITERS AND EMPLOYERS. YOU SHOULD NOT ENTER ANY INFORMATION IN THE BODY OF YOUR RESUME THAT YOU WISH TO REMAIN CONFIDENTIAL.

Though every effort is made to review every job posting on our website, via the APU Career Network, as well as the affiliated and co-branded sites, some positions may or may not be reviewed before posting. Once you send your contact and other information to an employer or recruiter or once your resume is accessed from our searchable database, the Office of Career Services is not responsible for the retention, use or privacy practices of that employer or recruiter.

You may remove your resume from our searchable database at any time. However, third parties who accessed the database or obtained a copy of your resume may have retained a copy of your resume in their own files or databases. We are not responsible for the retention, use or privacy of resumes in these instances.

### **Links to Other Web Sites**

We make content or services from our other web sites available to you from links located on the Office of Career Services' website and/or via APU Career Network. We also offer a collection of services, such as career planning tools, networking databases, and other services, that are provided by third parties through links located on our website. Some of these third-party sites are co-branded and have the Office of Career Services logo. Please remember that when you visit these other web sites, even the affiliated and co-branded sites, the sites' own privacy policies apply. To read the privacy policies for some of the Office of Career Services' other sites, see the links below this policy.

Unless otherwise noted, responsibility for the content, accuracy of information, changes and updates, quality, safety or suitability of any information found at linked sites resides solely with the sites. The Office of Career Services provides these links as a convenience and the inclusion of any link does not imply endorsement of the site, or any association with its operators.

### **Changes to our Privacy Policy**

The Office of Career Services may modify this privacy policy from time to time. If we make substantial changes, we will notify you by posting a prominent announcement on our pages. You should also check this page from time to time to ensure that you are aware of the most recent version of the policy.

Your continued use of the site after our posting of any modifications to the policy will indicate your acceptance of the new or modified terms.

### **Comments and Questions**

If you have any questions, comments or concerns about our Privacy Policy, you may contact us by e-mail at [apucareer@gmail.com](mailto:apucareer@gmail.com) or by regular mail at: Office of Career Services, Azusa Pacific University, 901 East Alosta Avenue, PO Box 7000, Azusa, CA 91702-7000

For more information:

Federal Family Educational Rights and Privacy Act (FERPA)  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Azusa Pacific University privacy policies  
<http://www.apu.edu/about/site/privacy/full/>

NACELink Network ®,  
<http://www2.nacelink.com>

Symplicity  
<http://www.symplicity.com/>

NACELink Privacy Policy  
[http://www2.nacelink.com/nl\\_privacy\\_policy.php](http://www2.nacelink.com/nl_privacy_policy.php)