

## Career Saint Privacy Policy

This policy only applies to access to *NACELink Network(r)* (known at Siena College as *CareerSaint* ) via Siena College's Career Center. Siena College's Career Center is a participant in the *NACELink Network(r)*. This policy does not apply to any other uses of Siena College's networks or systems.

Student and alumni profile data, resumes and accompanying documents will reside on *NACELink Network(r)* servers. *NACELink Network(r)* servers are hosted by the Symplicity Corporation, which is a web-based recruiting system in alliance with the National Association of Colleges and Employers (NACE). NACE is a non-profit professional organization for career centers and employers. Student and alumni data may be used internally within Siena College for reporting purposes only. Data presented to third parties will be in aggregate form only.

Students and alumni have the option of including a resume in a file viewable by employers who recruit at Siena College. If a student or alumnus does not want the resume to be viewed by employers, he/she should so indicate on the *Privacy Tab* in the Profile section of *CareerSaint*. Simply change the selection to "no" next to the question, "Include in Resume Books".

Job postings on the *NACELink* system may or may not be reviewed and screened before posting. Users of the *NACELink* system are urged to research postings and use discretion when applying. **Do not disclose social security numbers, bank account numbers, credit card information or other highly sensitive information when applying for jobs and internships.**

View *NACELink*'s privacy policy: [http://www.nacelink.com/nl\\_privacy\\_policy.php](http://www.nacelink.com/nl_privacy_policy.php)