

The Route 2 System Privacy Statement

The Office of Career Counseling at Williams College uses *NACElink*, which is owned and operated by the National Association of Colleges and Employers, to power the *Route 2 System* job and internship database and recruiting management program. By using the Route 2 System, you are accepting the practices described in this notice.

Employers use NACElink to post employment opportunities through the OCC website or NACE's website (NACEWeb), where there is a direct link to NACElink. Williams College OCC uses NACElink to provide a web-based system for posting jobs and internships and managing the on-campus recruiting program including resume collection and interview scheduling. Students/alumni use NACElink through the OCC to post resumes, review or submit job opportunities, and register for on-campus recruiting activities.

The OCC and NACE work to maintain the confidentiality of information collected on NACElink and NACE will not sell, transmit, or disclose, in any fashion, this information to any organization.

NACE, in association with DirectEmployers Association (a non-profit association comprised of a cooperative of employer members dedicated to enhancing the use of the internet for recruitment) and Symplicity Corporation (a software development company) maintains and operates NACElink. You may review the DirectEmployers privacy policy at DirectEmployers.com.

Students and Alumni

Personally identifiable information that is collected will be used to enable registered employers to access and use the various features of the NACElink system, such as using resume search engines, into which students may opt. Students/alumni will be able to access the various features of the NACElink system, i.e., job posting, resume databases, and job-search agents. Communications with employers will be enhanced regarding use of NACElink, site changes, or information on possible events/activities associated with recruiting.

NACE receives and collects personal identifiable information about a student/alumni user, (name, contact information, demographic information, academic history, employment history, etc.) via NACElink after the user registers for services and uploads resumes, cover letters, and other documents containing personal information.

The OCC may access student and alumni personal information in order to send e-mail using communication tools on the site, to publish resumes in the school's resume book(s), to send resumes to registered employers on behalf of the students/alumni, and to register students for their on-campus interviews.

Employers

Employers that use NACELink through the OCC will have access to user's resumes, if published, and the personal information contained therein for recruiting, interviewing, and hiring purposes. Employers will also have access to limited information from user's profiles only if the profile matches an employer's search criteria. NACE and Williams College are not responsible for what employers do with the personal information that is available or accessible on this site.

While NACE and Williams College endeavor to restrict access to this database to eligible employers, NACE cannot guarantee that other parties will not, without consent, gain access to the database.

The OCC and NACE will collect information from employers utilizing the site, such as contact information (phone numbers or e-mail addresses), unique identifiers (NACE membership, account numbers, or passwords to NACELink), and demographic information (location, type of organization, size of organization).

Updating and Internet Protocol (IP) Addresses

NACELink allows users to change or correct personal information at any time. To do so, users simply login to their account, go to their profile and locate options for editing the information.

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. This data is used anonymously and in the aggregate.

Security

NACE takes precautions to protect the user's information. When users submit sensitive information via the Website, the information is protected both online and offline. In addition, the job seeker and employer data is password protected, so only the user can access this information. All personally identifiable information collected by NACE is stored in limited-access servers. NACELink uses firewalls and has technical, administrative, and physical security measures and safeguards in place designed to protect against the loss, misuse, and alteration of the information under NACE's control.

NACE does not review job postings. Neither NACE nor Symplicity review job postings on individual school web sites or nacelink.com. Site users are urged to validate job postings and use caution and common sense when applying. Do not disclose Social Security numbers, credit card information, or bank account numbers with unknown employers.

Collection and access to student information is governed by campus and federal policy under the Federal Family Educational Rights and Privacy Act (FERPA). All of our users'

information is considered confidential and its use is restricted to Williams College Office of Career Counseling staff, on an as-needed basis.

If you have any questions, concerns, or comments regarding this Privacy Policy or privacy issues relating to the Route 2 system, please contact the OCC.