

MyCareerLink/NACELink Privacy and User Policy

Pima Community College (the College) is committed to providing users of the College's computer systems with good privacy practices concerning electronic personal information.

Information collected on the College's computer system is used to provide and tailor services to the users. The information is also used for program planning and developing reports for internal studies and for federal, state or other grant funding agencies.

The collection and access to student information on the College's computer systems is governed by the following policies:

- [Federal Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Pima Community College Privacy Policy](#)

MyCareerLink is the College's online system for listing job and internship information, résumé services and related databases. MyCareerLink is provided through a partnership between the College and [NACELink Network](#), a national recruiting network. The NACELink Network is an alliance of the [National Association of Colleges and Employers \(NACE\)](#), a nonprofit professional organization for career centers and employers; [Direct Employers Association](#), a nonprofit association of national employers; and [Simplicity Corporation](#), a commercial provider of Web-based tools and software solutions.

When a student or alumni chooses to utilize MyCareerLink, their profile data and résumé(s) will reside on NACELink Network servers. Policies governing this data are covered in the [NACELink Privacy Policy](#). The College does not control or manage the NACELink Network. The College makes no representations or guarantees regarding employment opportunities or other information listed on MyCareerLink, NACELink Network, or any other websites where third parties post employment related or other information. The College also makes no representations or guarantees to statements made by third parties in written materials. The College is not responsible for the wages, salary, safety, working conditions or any other aspects of off-campus employment or internships. The student or alumni is responsible for verifying these items prior to accepting any offers of employment or volunteer opportunities.

Jobs listed on MyCareerLink or NACELink Network systems may or may not be reviewed before listing. Users are urged to validate job listings and use caution and common sense when applying. Users should not disclose Social Security Numbers, credit card information or bank account numbers to prospective employers. For details concerning the privacy practices of MyCareerLink and the NACELink Network, please review the [NACELink Network Privacy Policy](#) and the [Direct Employers Privacy Policy](#). The College cannot be held responsible and/or liable for any damages, known or unknown, past, present or future, from the information contained in or requested by the job listings.

Policy Changes

The College reserves the right to modify the terms and conditions of this policy at any time.