

Georgia Southern University  
Office of Career Services

## **Eagle Career Net/NACELink Privacy & Use of Data Policy**

Georgia Southern University's Office of Career Services is committed to protecting the privacy of your personal information. The Office of Career Services contracts with Symplicity Corporation and the NACELink Network to provide student with **Eagle Career Net**. **Eagle Career Net** is our online system that provides Georgia Southern University students and alumni with job listings, career event and recruitment scheduling, and resume services. Please refer to the NACELink Privacy Statement ([http://www2.nacelink.com/nl\\_privacy\\_policy.php](http://www2.nacelink.com/nl_privacy_policy.php)) for technical details and a description of the [NACELink.com](http://www2.nacelink.com) site and its partners.

### **Use of Personally Identifiable Candidate Information by the Georgia Southern University Office of Career Services.**

- Through **Eagle Career Net**, available via the Georgia Southern University Office of Career Services website, students and registered alumni can post resumes, view and apply for jobs, schedule on-campus interviews, and obtain or register for various career programs and recruitment events. The information in candidate's profile is used by the GSU Office of Career Services for job search advising, promoting programs and services, notifying candidates of employment opportunities, and referring qualified candidates to employers.
- Employers **DO NOT** have general access to view information or resumes directly from the **Eagle Career Net** database. Only the resumes of students and alumni who have given their permission to have their resumes released to employers via the "Privacy Tab" of the student profile are shared with (through resume referrals by GSU Career Services staff) or accessible to (GSU Web Resume Book for employers) prospective employers.
- Resumes are selected based on objective, legally-permissible requirements and employers utilizing our services are expected to abide by the National Association of Colleges & Employers (NACE) Principles for Professional Conduct. **For details on the Principles for Professional Conduct please [click here](#).**
- GSU **Eagle Career Net** users can view, correct or change their information by logging into their **Eagle Career Net** account through the GSU Office of Career Services website <http://students.georgiasouthern.edu/career>.
- The GSU Office of Career Services updates student and alumni academic, demographic and directory information in **Eagle Career Net** at least once a semester through the campus student registration database for Georgia Southern University called BANNER. If there is directory/academic/demographic data you feel is inaccurate in **Eagle Career Net** that you cannot edit in the system directly, please contact the Registrar's office at (912) 478-5153 to update your student information in BANNER to avoid any inaccuracies being transferred over to the system.

The Georgia Southern University Office of Career Services may conduct searches on resumes and candidate profiles to notify candidates of educational or employment opportunities through email communications. By entering data into the [Eagle Career Net](#) /NACElink system, students and alumni may have data included in aggregate reports used for evaluation of employment activities, educational programs, reports developed for institutional studies, and salary survey.

NACElink cannot use or sell individual candidate data. Unlike commercial vendors, NACElink staff cannot look at individual candidate data.

### **Use of Employer Information by Georgia Southern University**

The Georgia Southern University Office of Career Services used the account profiles in [Eagle Career Net](#) to notify employers of both recruiting services and events and to market the University and its students. Employers may receive e-mails, e-newsletters, or hard copy mailings from the Office of Career Services. The name, phone number, and e-mail address of an individual employer contact are not released to GSU candidates unless the contact has visited campus as an on-campus interviewing recruiter, has associated his or her name with a current job posting, or has specifically requested us to do so.

### **Security**

Personally identifiable information is protected both on - and offline. The data of students, alumni, and employers are password protected. NACElink has technical, administrative, and physical security measures and safeguards in place to protect against the loss, misuse, or alteration of information under NACE's control.

The Georgia Southern University Office of Career Services does not endorse any employer and urges students to use good judgment in all of their interactions with employers. The Georgia Southern University Office of Career Services is not responsible for safety, wages, working conditions or other aspects of off-campus employment. Due to the volume of jobs received by this office, we are unable to research the integrity of each organization or person that lists a job with us. The Office of Career Services suggests that students request business references for unknown organizations before interviewing with them off campus or exploring job opportunities. Students should never give a potential employer their credit card, social security numbers, or bank account numbers, and never spend any of their own money on an employment "opportunity" unless very certain that it is for a legitimate reason (such as training costs). The Office of Career Services advises students to interview in public places only.

Students and alumni should contact The Georgia Southern University Office of Career Services if they have any concerns about the use of their information. Students and alumni can view, correct or change their information by logging into their [Eagle Career Net](#) account on the [Office of Career Services website](#). Students should report any questionable recruitment practices by employers using the system directly to Georgia Southern University Office of Career Services.

For details on the privacy practices of our partners in providing this online service, please review the [NACElink Privacy Policy](#) and the [Direct Employers Privacy Policy](#).