HampLink Privacy Policy
Hampshire College Career Options Resource Center
NACElink (known at Hampshire as HampLink)

The Career Options Resource Center (CORC) at Hampshire College provides access to the NACElink Network web site (known at Hampshire as HampLink), which is owned and operated by the National Association of Colleges and Employers (NACE). The Career Options Resource Center and NACE are committed to maintaining the privacy of personal information provided by students, alumni, and employers as users of the Career Options Resource Center.

Employers use the NACElink Network to post employment opportunities and search the central resume database directly on NACElink.com, through the CORC website or NACE'S website (NACEWeb), where there is a direct link to the NACElink Network. Hampshire is a NACElink Custom School that uses the NACElink Network to provide a web-based system for posting jobs and internships. Hampshire may use the Nacelink Network to allow employers to search student resumes. Students/alumni use the NACElink Network through the Hampshire College Career Options Resource Center to review job and internship opportunities and post application information.

NACE's commitment to all participants – schools, employers, students/alumni – is to maintain the confidentiality of all information collected on NACElink Network. NACE will not sell, transmit, or disclose, in any fashion, this information to any other organization. The NACElink Network is the host server, storing and maintaining the data. NACE also has a partner, Symplicity, which will provide backup hosting services to NACE's servers and is as committed to privacy as NACE. NACE and Symplicity have access to the data in aggregate form.

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 Network system, such as posting jobs, scheduling interviews, and using resume search engines. Students/alumni will be able to access the various features of the NACElink Network system, i.e. job posting, résumé databases, and job-search agents.

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

The Career Options Resource Center may access some of the job seeker's personal information in order to send email using communication tools on the site, to publish resumes in the school's resume books, and to send resumes to registered employers on behalf of the students/alumni.

Employers
Employers that use the NACElink Network directly through NACElink or through CORC may have access to participant's resumes and the personal information contained therein for recruiting, interviewing, and hiring purposes. Employers may also have access to limited information from participant's profiles only if the profile matches an employer's search criteria. NACE and Hampshire College are not responsible for what employers do with the

personal information that is available or accessible on this site.

While NACE endeavors to restrict access to this database to eligible employers, NACE cannot guarantee that other parties will not, without consent, gain access to the database. Hampshire College and NACE will collect information from employers utilizing the site, such as contact information (phone numbers or email addresses), unique identifiers (NACE membership, account numbers, or passwords to NACElink Network), financial information (credit card numbers), and demographic information (location, type of organization, size of organization). The financial information collected will be used only to bill an organization for associated fees. Credit card information will be deleted as soon as the transaction is completed and will not be stored on NACE's or Symplicity's servers.

Cookies
Cookies, which are small text files recorded in a participant's hard drive, are employed by thousands of sites to enhance participant's web viewing experience. Cookies allow sites to "remember" participants across pages of a site and across multiple visits to a site. When participants access NACElink Network, it will set a cookie while they are on the site. Once participants log out of the site or close their browser window the cookie is deleted. Thus, NACElink Network will not store information as to the number of times a participant visits the site. It will be necessary for participants to login each time they access NACElink Network.

Security
NACE takes precautions to protect the participant's information. When participants submit sensitive information via the Web site, the information is protected both online and off-line. In addition, the job seeker and employer data is password protected, so only the participant can access this information. All personally identifiable information collected by NACE is stored in limited-access servers. NACElink Network uses firewalls and has technical, administrative, and physical security measures and safeguards in place to protect against the loss, misuse, and alteration of the information under NACE's control.

Disclaimer
NACE and NACElink Network are not affiliated with Hampshire College and therefore, Hampshire College cannot guarantee, nor does it otherwise accept responsibility for, any portion of this statement that depends on NACE's representations and its compliance with those representations.