

Eastern Kentucky University Career Services PRIVACY POLICY

EKU Career Services is committed to protecting the privacy of your personal information.

EKU contracts with NACElink Network to provide ECU students with job listings, the on-campus recruiting system, and resume services through the ECU JobLink career management system. 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 site.

Use of Personally Identifiable Candidate Information by Eastern Kentucky University Career Services

- Through ECU JobLink, available via the ECU website, students and registered alumni can post resumes, view and apply for jobs, and schedule on-campus interviews. The information in a candidate's profile is used by ECU for job-search advising, promoting programs and services, notifying candidates of employment opportunities, and referring qualified candidates to employers.
- Resumes are not shared with third parties, such as employment agencies or search firms.
- Only the resumes of students who have given permission to have their resume included in Resume Books are shared with prospective employers. Students have the option to opt in or out of having their resume included in Resume Books.
- Employers **do not have access** to view information or resumes directly from the ECU JobLink database, they are only able to access resumes through Resume Books.

EKU may conduct searches on resumes and candidate profiles to notify candidates of educational or employment opportunities through email communications. By entering data into ECU JobLink, 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 surveys.

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

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.

EKU does not endorse any employer and urges students to use good judgment in all of their interactions with employers. ECU 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). UCS advises students to interview in public places only

Students and alumni should contact the ECU Career Services office 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 ECU JobLink account at www.career.eku.edu

Questions/comments? Contact us at career@eku.edu or
859.622.1568
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