Career Development Office Privacy Policy

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DOCUMENT CONTENT

PRIVACY POLICY

The Career Development Office (CDO) at Fredonia is committed to maintaining privacy practices regarding electronic personal information for all of our users. FREDNetwork is the CDO's online system for services such as job and internship postings, event listings and sign-up, and the alumni network (Fredonia Career Connection). The CDO contracts with NACElink Network and Symplicity to provide these services to Fredonia students, alumni, and employers; and all data in FREDNetwork is stored on NACElink secure servers.

NACElink is an alliance of the National Association of Colleges and Employers (NACE), a non-profit professional organization for career centers and employers; the Direct Employers Association, a non-profit association of national employers; and Symplicity Corporation, a technology provider of web-based tools and software solutions. In addition to the CDO's privacy policy, please review the general NACElink privacy policy. Fredonia's CDO is using the Career Services Manager Modular Edition or CSM ME.

Students and Alumni

FREDNetwork is an online service provided for currently enrolled students and alumni of Fredonia. Current contact information (i.e., name, address, phone number, e-mail address) and educational information (i.e., major(s), degree, graduation month and year) are uploaded from Banner each semester for currently enrolled students.

As a user of FREDNetwork, you agree to:

- Maintain current, accurate, and truthful information in your user profile and all documents stored in FREDNetwork.
- Protect and maintain your username (your Fredonia ID) and password.
- Use FREDNetwork within the standards of the policies regarding computer use at Fredonia.

Failure to comply with the above terms of use may result in the suspension or termination of your FREDNetwork account.

Through FREDNetwork, students and alumni can view internships and jobs, create search agents to have opportunities emailed, upload resumes to apply online, sign up for CDO events, and find a mentor through the Fredonia Career Connection. The information in a candidate's profile is used by the CDO for advising, promoting programs and services, and notifying candidates of opportunities. Personally identifiable information is not released to third parties.

Candidates should contact the CDO if they have any concerns about the use of their information, if they want to view, correct or change their information, or if they wish to have their account deleted.

Jobs posted directly on the NACElink/Symplicity system are not screened by NACE, Symplicity or Direct Employers. The CDO staff makes every attempt to ensure that only bona fide employers are granted access to FREDNetwork. The CDO staff also reviews all job/internship postings; however, site users are urged to research thoroughly any job/internship postings and to use caution and common sense when applying. If a candidate encounters any employer issues, they should be reported immediately to the CDO staff at careers@fredonia.edu or 716-673-3327.

Organizations/Employers

Fredonia does not discriminate illegally in any aspect of its college life because of race, color, sex, age, religion, marital or veteran status, sexual orientation, or non-job related disability, nor does it as a matter of policy do business with employers who do so discriminate. Fredonia reserves the right to edit job and internship postings without notice to comply with legal guidelines.

Please review the Fredonia Employer Recruiting Policy. By participating in any of our services or events, you agree that your organization is an Equal Opportunity Employer and will comply with Fredonia policies. Failure to comply could lead to removal of services.

Additional Privacy, Security, and Confidentiality Terms:

Updating and Internet Protocol (IP) Addresses: NACElink/Symplicity allows participants to change or correct personal information at any time. To do so, participants simply login to their account, go to their profile and locate options for editing the information. NACE collects IP addresses from all participants of the site, and collects and monitors other data and information about the activities of participants on the site collectively. This data is used anonymously and in the aggregate.

Cookies: Cookies, which are small text files recorded in a user's hard drive, are employed by thousands of sites to enhance users' web viewing experience. Cookies cannot damage user files, nor can they read information from a user's hard drive. Cookies in and of themselves do not personally identify users, although they do identify a user's computer. Cookies allow sites to "remember" users across pages of a site and across multiple visits to a site. When users access NACElink/Symplicity, it will set a cookie while they are on the site. Once users log out of the site or close their browser window, the cookies are deleted.

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 off-line. 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/Symplicity 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.

Confidentiality: Both the Fredonia Career Development Office and NACElink/Symplicity are committed to maintaining the confidentiality of all information stored within FREDNetwork and will not sell, transmit, or disclose in any capacity this information to any other organization or entity.

FAQ's	
Keywords	

Category(s)		
	☐ Academic Affairs	☐ Operational
	☐ Advancement	☐ Personnel
	☐ Financial	☐ School/College
	☐ Governance	☑ Student Life
	☐ ITS	
Sub-Category(s)		