

Privacy Policy

Personal Information

Career Services Network (CSN) at Michigan State University is committed to providing its users good privacy practices regarding electronic personal information. We operate computer systems that are developed by our technical group and also partners with external organizations for our job listings, resume database and On-Campus Interviewing services. Information collected by systems is used to provide and tailor services to our customers and for program planning purposes. Information is also used to construct aggregate reports for state agencies and internal institutional studies.

Data collected by Career Services for in-house systems are stored in a secure SQL server in Career Services. Collection and access to student information is governed by the following campus and federal policies:

- The [Federal Family Educational Rights and Privacy Act \(FERPA\)](#)
- The [Privacy Statement for the University of Arizona Website](#)
- [Curriculum and Registration Student Records Privacy Guidelines](#)
- [Employee Privacy Statement for the University of Arizona](#)

Job listings, resume services and campus interviewing are provided through the NACELink system. Michigan State University Career Services Network partners with the National Association of Colleges and Employers (NACE), a nonprofit professional organization for career centers and employers, and Direct Employers Association, a nonprofit association of national employers, to offer these services. Resumes and profiles of students and alumni participating in any of these services reside on the NACELink servers. There are two resume databases in the NACELink system; a central global resume database and a local resume database. Resumes of students and alumni will be automatically placed in the local resume database. Students and alumni will have the option to place their resume in the central global resume database.

Jobs posted on the NACELink system may or may not be reviewed before posting. Site users are urged to validate job postings and use caution and common sense when applying. Do not disclose social security numbers, credit card information or bank account numbers to unknown employers. For details on their privacy practices, please

review the [NACElink Privacy Policy](#) and the [Direct Employers Privacy Policy](#). All privacy policies for our partners have been reviewed by Career Services Network.

Security

When users submit personally identifiable information via the Career Services Network Web Site, the information is protected both online and off-line.

Career Services uses 128-bit encryption for credit card and student identification information transmitted via the web site. User's information is restricted to Michigan State University employees who need the information to perform a specific job (for example, a career counselor). Career Services uses third-party products for some of our web site applications. Third-party partners are granted access to user information when it is necessary to ensure the proper function of a third-party application.

In addition, user data is password protected, so only you (or anyone to whom you provide your password) can access this information. All personally identifiable information MSU Career Services Network collects about you is stored in limited-access servers. Career Services has technical, administrative, and physical security measures and safeguards in place to protect against the loss, misuse, and alteration of the information under Career Services' control.

Cookies

The Career Services Network Web Site requires cookies in order to identify users. In order to log in to our site, you will need to enable cookies for our site. Once you log out of the site or close your browser window these cookies are removed from your system.

Career Services partners with third-party organizations (e.g. Discover, Career Search, Wetfeet, NaceLink) for some of the applications accessed through our site. Some of these applications require cookies to be enabled in order to function properly. If you have questions about a partner's security or privacy policies please refer to that organization's web site.

External Websites

While using the Career Services website, you may encounter hypertext links to the Web pages of organizations not directly affiliated with either Career Services or Michigan State University or Career Services Network. Career Services Network does not control the content or information practices of these external organizations; we highly recommend that you review the privacy statements of these organizations.

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