

Career Development Center Privacy Policy

The Career Development Center at Samford University is committed to protecting the privacy of your personal electronic information.

The Career Development Center (CDC) contracts with Symplicity Corporation and the NACElink Network to provide Samford University students and alumni with SamfordBulldogs.org. SamfordBulldogs.org is our online system that provides job postings, on-campus recruiting schedules, and resume storage and referral services. The NACElink Network is an alliance among the National Association of Colleges and Employers (NACE), DirectEmployers Association, and Symplicity Corporation.

Resumes and profiles of students and alumni participating in any of these services will reside on NACElink servers. Please refer to the NACElink Privacy Policy: http://www.nacelink.com/nl_privacy_policy.php for technical details and a description of the [NACElink Network](#).

Use of Personally Identifiable Candidate Information

- Through SamfordBulldogs.org/ NACElink, available via the CDC 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 may be used by the CDC for job search advising, promoting programs and services, notifying candidates of employment opportunities, and referring qualified candidates to employers.
- Third party recruiters, such as employment agencies or search firms, do not have access to resume books. Students may choose to provide their resume to these employers.
- Only the resumes of students who have given permission to have their resumes released to employers are shared with prospective employers. Students grant permission by including their resume in a resume book or by submitting their resume to a job posting.
- Resumes are selected based on objective, legally-permissible requirements.
- Employers do not have general access to view information or resumes directly from the CDC database. Employers may only see the resumes that have been published in a resume book or specifically applied to that employer.
- Student and alumni data entered in the SamfordBulldogs.org/ NACElink system may be included in aggregate reports used for evaluation of employment activities, educational programs, reports developed for institutional studies, and salary surveys. The CDC will maintain strict confidentiality of all student data and will not identify individual students or employers when analyzing recruiting data and providing related reports.

Security

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 data of students, alumni, and employers are password protected. NACElink cannot use or sell individual candidate data. Unlike commercial vendors, NACElink staff cannot look at individual candidate data. Jobs on the NACElink Network are not screened by NACE.

The presence of job postings on this web site does not indicate an endorsement from Samford University or the Career Development Center. The CDC does not endorse any employer and urges students to use good judgment in all interactions with employers. The CDC is not responsible for safety, wages, working conditions or other aspects of off-campus employment. We are unable to research the

integrity of each organization or person that lists a job with our office. The CDC suggests that students request business references for unknown organizations before interviewing with them off-campus or otherwise exploring job opportunities. Students should never give a potential employer their credit card number, Social Security number, 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 CDC advises students to interview in public places only.

External Websites

Some links on the CDC website go to external resources, not under our control. External websites may have different privacy practices.

Questions

Students and alumni can view, correct or change their information by logging into their SamfordBulldogs.org account on the [CDC website](#). If you have any further questions regarding this Privacy Policy or the use of your information, please contact us at career@samford.edu.