

## **Privacy Policy**

Career Services at Bucks County Community College is committed to protecting personal information. In order to provide students, alumni, and employers with a means of searching for and posting jobs online for Bucks students, Bucks County Community College has partnered with NACElink to host our Online Job Board. All data collected for our Online Job Board are stored on NACElink secure servers.

This data is used to deliver services to students, alumni, and employers. It is also used to construct aggregate reports that assist us in program planning. Data used for reporting purposes never are linked to personally identifiable information such as name or address.

Collection and use of data by Career Services is governed by [the Federal Family Educational Rights and Privacy Act \(FERPA\)](#).

Career Services staff may use student, alumni, and employer contact information for correspondence regarding Career Services events such as information sessions, job fairs, and workshops.

Job seekers who post publicly viewable resumes on the online job board may have their resumes included in resume books that are viewable to employers registered on the online job board.

Resumes and profiles of students and alumni participating in our on-line services reside on 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 are automatically placed in the local resume database. Students and alumni have the option of submitting their resumes to the central global resume database.

NACElink is a recruiting tool that is enhanced by partnerships between career centers and employers across the country. Students and alumni are able to search postings through partner sites. Bucks County Community College reviews all job postings prior to publishing them on the Online Job Board. However, jobs posted on other parts of the NACElink system may or may not be reviewed before posting.

All students and alumni using the online job board should use caution and common sense regarding personal information. Job seekers should never provide a prospective employer with banking information, credit card numbers, social security number, etc. When in doubt about the legitimacy of a job posting, present it to a Career Services staff member for review.

For details on NACElink's privacy practices, please click [here](#).