

Carnegie Mellon Career Center TartanTRAK Privacy Policy

TartanTRAK is the Carnegie Mellon University Career Center's online system for services such as job/internship postings, on-campus interviews, student employment opportunities and career fair registration. Although the Career Center makes available the TartanTRAK system (including the collection and posting of student/alumni profile data and related job search data), the information resides on NACElink Network servers and not on Carnegie Mellon servers. Policies governing this data are covered in the [NACElink Privacy Policy](#) and the [Direct Employers Privacy Policy](#).

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.

Jobs posted on the NACElink system will not necessarily be reviewed by NACE, Symplicity, Carnegie Mellon or others before posting. Site users are urged to validate job postings and use caution and common sense when applying.

Collecting Site Visitor Information

When you visit TartanTRAK or click on links within the site, certain information is collected by the NACElink system through TartanTRAK. By itself, this information does not personally identify you and may include, but not be limited to, your Internet Protocol (IP) address and other data and information about the activities of users on the site collectively. This other data is used anonymously and in the aggregate.

Because TartanTRAK makes use of the NACElink system, please note that NACE is collecting and having access to this kind of information about users. It is also possible that Carnegie Mellon may have access to this kind of information. If so, Carnegie Mellon may use the information to, among other things, help us improve our understanding of how visitors use TartanTRAK, measure interest in various pages, and monitor the level of activity on the system.

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, 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. Thus, NACElink will not be storing any information as to the number of times that a user visited the site. It will be necessary for users to log in each time they wish to access NACElink.

Collecting Personal Information

In order for users (whether students, alumni, employers) to use the site, they may be required to provide certain information (including information that identifies them and/or their company).

Information From Student/Alumni Jobseekers: NACE receives and collects personally identifiable information about student/alumni users (name, contact information, demographic information, academic history, employment history, etc.) via NACElink after they register for services and upload resumes, cover letters and other documents that contain personal information.

Information From Employers: NACE and Carnegie Mellon will collect information from employers utilizing the site. This information includes contact information (such as phone numbers and email addresses), unique identifiers (such as NACE membership, account numbers or passwords to NACElink), financial information (such as credit card numbers), and demographic information (such as location, type of organization, and size of organization). The financial information collected will be used to bill an organization for fees associated with multi-school listings or other NACElink services. NACElink has indicated that the credit card information will be deleted as soon as the transaction is completed and will not be stored on NACE's or DirectEmployers' servers. Employers will need to re-enter that information each time a new financial transaction is conducted.

NACE will receive and collect job postings (including job descriptions, employment qualifiers, and salary information) and interview schedules posted either directly through NACElink, the DirectEmployers Association web site, or TartanTRAK.

Choice Regarding Collection of Personal Information

Use of the NACElink system and/or TartanTRAK is not required. You may choose not to provide any individually-identifiable information. However, in such an event, you may not be able to access or use NACElink or TartanTRAK.

Use and Sharing of Collected Information

Student/alumni data may be used to develop internal reports for Career Center usage. In addition, information collected through the site may be used by NACE and/or Carnegie Mellon to do the following:

- Enable employers to access and use various tools, features and functionality of the NACElink system that are made available through TartanTRAK (which could include, but may not be limited to, posting jobs, scheduling interviews, and using resume search engines). Please note that any employer to whom Carnegie Mellon gives access to the resume database will be able to view a user's primary resume unless "no" is selected next to the "Include in Resume Books" section of the student/alumni profile under the privacy tab.

- Enable students/alumni to access various tools, features and functions of the NACElink system that are made available through TartanTRAK (which could include, but may not be limited to, resume databases and job-search agents).
- Communicate with employers regarding use of NACElink, site changes, or information on possible events/activities associated with recruiting
- Access and use jobseeker information to send email using communication tools on the site, to publish resumes in the school's resume book(s), and to send resumes to employers on behalf of the students/alumni.

Employers that use NACElink directly through NACElink or through TartanTRAK will have access to users' resumes, their profile information that they allow in the system, and the personal information contain therein for recruiting, interviewing and hiring purposes. Employers will also have access to limited information from a user's profile only if the profile matches an employer's search criteria.

NACE and Carnegie Mellon are not responsible for what employers do with the personal information that is available on or accessible through NACElink and/or TartanTRAK. While NACE and Carnegie Mellon's Career Center endeavor to restrict access to this database to eligible employers, NACE cannot guarantee that other parties will not, without consent, gain access to the database.

Ability to Access, Update and Correct Personal Information

NACElink allows users to change or correct personal information at any time. To do so, users simply login to their account, go to their profile and locate options for editing the information.

Site Security

NACE has stated that it takes precautions to protect users' information. In addition, the job seeker and employer data is password protected. All personally-identifiable information is to be stored by NACE in limited-access servers. NACElink indicates that it 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.

Links to Other Sites

It is possible that links to third-party web sites may appear on some pages within the TartanTRAK for your convenience and information. Using these links will cause you to access web sites that are not part of NACElink or TartanTRAK. Carnegie Mellon and NACE are not responsible for the content or privacy practices of these other sites. We suggest that you carefully review the privacy policies of each site you visit.

Limitations on this Privacy Policy

Carnegie Mellon's Career Center has associated itself with NACE and NACElink in order to provide improved services to Carnegie Mellon students and alumni. Many of the provisions contained in this Privacy Policy are based upon representations made by NACE and NACElink. While Carnegie Mellon believes that NACE and NACElink provide a valuable service to the Carnegie Mellon job-seeking community, NACE and NACElink are not affiliated with Carnegie Mellon. Although we have provided links to NACElink's privacy policies and information in this Privacy Policy about certain NACElink practices, it is for your information and reference and is based on information provided by NACElink. Carnegie Mellon is not able to control or be responsible for NACElink's collection and use of information via the NACElink system. ***Therefore, Carnegie Mellon cannot guarantee, nor does it otherwise accept responsibility for, any portion of this Privacy Policy that relates to NACE's representations and its compliance with those representations.***

Please note that this Privacy Policy includes information solely with respect to information collected online through the TartanTRAK system. This Privacy Policy does not apply to information collected by the Career Center via other means and/or by others at Carnegie Mellon.