

# Privacy Policy

University Career Services (UCS) is committed to protecting the privacy of your personal information.

UCS contracts with Handshake to provide UNC?CH students with job listings, the on?campus recruiting system, and resume services.

## Use of Personally Identifiable Candidate Information by University Career Services, UNC?Chapel Hill

- Through Handshake, available via the UCS 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 is used by
- UCS for job?search advising, promoting programs and services, notifying candidates of employment
- opportunities, and referring qualified candidates to employers.
- Resumes are not shared with third parties, such as employment agencies or search firms.
- Only the resumes of students who have given permission to have their resumes released to employers are
- shared with prospective employers.
- Resumes are selected based on objective, legally?permissible requirements.
- Employers do not have access to view information or resumes directly from the UCS database.

UCS may conduct searches on resumes and candidate profiles to notify candidates of educational or employment opportunities through email communications. By entering data into the Handshake system, students and alumni may have data included in aggregate reports used for evaluation of employment activities, educational programs, reports developed for institutional studies, and salary surveys.

Handshake cannot use or sell individual candidate data. Unlike commercial vendors, Handshake staff cannot look at individual candidate data.

## Security

Personally identifiable information is protected both on ? and offline. The data of students, alumni, and employers are password protected. Handshake has technical, administrative, and physical security measures and safeguards in place to protect against the loss, misuse, or alteration of information under Handshake's control.

UCS does not endorse any employer and urges students to use good judgment in all of their interactions with employers. UCS suggests that students request business references for unknown organizations before interviewing with them off campus or exploring job opportunities. Students should never give a potential employer their credit card, social security numbers, 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). UCS advises students to interview in public places only.

Students and alumni should contact University Career Services if they have any concerns about the use of their information. Students and alumni can view, correct or change their information by logging into their Handshake account on the UCS website.

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**Source URL:** <https://careers.unc.edu/about-ucs/policies/privacy-policy>