

NCcareers.org Privacy Policy

Information Collection and Sharing

NCcareers.org (“NCcareers”) is strongly committed to maintaining the privacy of your personal information and the security of our computer systems. With respect to the collection, use and disclosure of personal information, NCcareers makes every effort to ensure compliance with applicable Federal and state law, including but not limited to, the Privacy Act of 1974, the Paperwork Reduction Act of 1995, and the Freedom of Information Act.

Certain nonpublic personal information is collected from users when they log on to the NCcareers website. The nonpublic personal information includes your account name/password combination, your email address, your name, your address, your date of birth, your gender and a security question/answer combination. The nonpublic personal information obtained is protected by physical, electronic, and procedural safeguards. Access to this nonpublic information is limited to persons who need to know that information to perform program services.

NCcareers allows students and other users to save information in personal portfolios. Items and activities saved to a user’s portfolio will be stored and protected by the safeguards listed above and accessible to the user on NCcareers. This data will also be transferred to the users’ CFNC account, accessible through their CFNC portfolio and subject to the CFNC privacy policies. K-12 institutions are covered by the Family Educational Rights and Privacy Act of 1996 (FERPA). FERPA includes provisions that are reflected in the way NCcareers operates in collaboration with K-12 institutions. First, all student portfolios and education plans developed through NCcareers are accessible to the Designated Educator for the school and to authorized representatives of the Designated Educator if, and only if, students select the option to share their portfolio. Under FERPA, the Designated Educator and/or their authorized representatives MUST have a "legitimate interest" to look at material in a student's portfolio. For students under 18, a parent can obtain access to her/his child's portfolio by requesting access through the Designated Educator or by using the student’s username and password.

Schools that make NCcareers available to their students may receive aggregated information in the form of various reports. This information cannot be used to identify individual users. The reports are intended to help evaluate use of NCcareers and enhance career development and educational programs and services.

Any Personal Identifying Information (PII) you enter on NCcareers is not made available or distributed to third parties, except with your express consent or at your express direction, or as allowed by state and federal law, this Privacy Policy and the NCcareers Terms of Use. In particular, NCcareers will not give, sell or provide access to your PII to any company, individual or organization for its use in third party marketing or commercial solicitation or for any other non-permitted purpose, except 1) with your express consent, 2) when required by law to comply with any valid legal process such as a search warrant, subpoena, statute, regulation or court

order, or 3) in special cases, such as a physical threat to you or others or an attempted breach of security on NCcareers.

NCcareers maintains logs of site usage in order to improve the site. We gather information such as the date and time users access the site, how often users visit the site, the pages users visit within the site, the links made to other websites through the site, the internet domain and IP address from which you access the site, how often content is accessed, frequency of responses for assessment questions and average length of user session. Information is sent to Google Analytics and the data is immediately aggregated. Neither NCcareers nor Google ever have access to the specifics of your site visits. NCcareers staff can only see the aggregate data from all users for a particular time period.

Website Security

For website security purposes and to ensure that this service remains available to all users, NCcareers employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Use of this site constitutes consent to such monitoring. Unauthorized attempts to upload information and/or change information on this website are strictly prohibited and subject to legal action to include the Computer Fraud and Abuse Act of 1986 and National Infrastructure Protection Act of 1996.

Email

If you e-mail us and include personal information, we may use that information in responding to your request. E-mail is not necessarily secure or confidential. Send only the information that is necessary for us to answer your question or process your request. The e-mail is subject to the North Carolina Public Records Law and is not confidential unless a specific provision has been made in the law.

Cookies

A persistent cookie is generally defined as a piece of data that is stored on the user's hard drive. We do not use persistent cookies on our website or in our web applications.

Temporary or session cookies are used on NCcareers web site pages. These cookies are stored in memory and are only available during an active browser session. Session cookies are also used by some of the applications deployed on our web site to temporarily save information entered by a user as long as the user's browser is open. These cookies do not collect personal information on users, and they are erased as soon as you close your web browser. No personally identifiable information about you is maintained as a result of a temporary or session cookie.

You can configure your web browser to accept or decline cookies, or to alert you when cookies are in use. You do not have to accept cookies from us, but if you choose not to, some of the functions on our site may not be available to you.

Links to Other Sites

Our site provides links to other websites. The privacy policies described here do **not** necessarily apply to any external sites. Read the privacy policies of other sites you visit. Be informed. You are the person best qualified to protect your own privacy.

How to Remove Your Information

Contact your school's Designated Educator to disable your portfolio. You can also email your request to remove information to NCcareers at nccareers@ncommerce.com.

Amending this Privacy Policy

NCcareers reserves the right to amend this policy from time to time. If substantial changes to this policy are made concerning the use of your PII, you will be notified by the posting of a message on the NCcareers homepage.