

Privacy Policy

The Berklee College of Music's Office of Experiential Learning's online internship database is part of the NACElink website, owned and operated by the National Association of Colleges and Employers (NACE). Both the Office of Experiential Learning and NACE are committed to maintaining the privacy of personal information for users ("you" or "user") of NACElink ("site"). Since we do collect certain types of information about our users, in this privacy statement we describe the terms and conditions surrounding the capture and use of that information including what we collect, how we use it, and how users can make changes.

Internship providers ("employers") use NACElink to post experiential learning opportunities directly on NACElink.com, accessed through the Office of Experiential Learning's website.

NACE's commitment to all users—schools, internship providers, students, and alumni—is that NACE will maintain the confidentiality of all information collected on NACElink. NACE will not sell, transmit, or disclose in any fashion this information to any other organization.

NACElink is the host server, storing and maintaining the data. NACE also has a partner, DirectEmployers Association, which provides backup hosting services to NACE's servers. NACE and DirectEmployers Association only have access to the data in aggregate form.

Students

NACE receives and collects personally identifiable information about you, a student/alumni user (contact information, demographic information, educational information, employment preferences, etc.) from you via NACElink after you subscribe for services and when you upload resumes, cover letters, and other documents that contain personal information. The Office of Experiential Learning may access some of the internship seeker's personal information to send email to a job seeker using communication tools on the Site.

Internship Providers ("Employers")

The Office of Experiential Learning and NACE collect information from internship providers utilizing the Site. This information includes contact information (such as your phone number or email address), unique identifiers (such as your NACE membership or account numbers, or password to NACElink), and demographic information (for example, location, type of organization, size of organization).

Technical Issues

Updating Account Information

NACElink allows you to change or correct your personal information at any time. To do so, simply log in to your account and go to your profile, where you will find options for editing the information.

Internet Protocol (IP) Addresses and Aggregated User Data

NACE collects IP addresses from all users of the Site, and collects and monitors other data and information about the activities of our users on the Site collectively. We only use such data anonymously and in the aggregate.

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 you use NACELink, it will set a cookie while you are on the Site. Once you log out of the Site or close your browser window, the cookies are deleted. Thus, NACELink does not information about the number of times that you used the Site, and you will be required to log in each time that you use NACELink.

Security

NACE takes precautions to protect the user's information. When users submit sensitive information via the website, the information is protected both online and off-line. When students/alumni submit resumes or information about their academic record, that information is encrypted and protected.

In addition, the job seeker and employer data is password-protected, so only the user can access this information. All personally identifiable information NACE collects about you is stored in limited-access servers. NACELink 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. This Site uses firewalls to protect loss, misuse, and alteration of the information under our control.

The Office of Experiential Learning has associated itself with NACE and NACELink in order to provide improved service to Berklee students and alumni. Many of the provisions contained in this Statement are based upon representations made by NACE and NACELink.

While the Office of Experiential Learning believes that NACE and NACELink provide a valuable service to our office, NACE and NACELink are not related to the office. Therefore, the office cannot guarantee nor does it otherwise accept responsibility for any portion of this Statement that depends upon NACE's representations and its compliance with those representations.

General Disclaimer

This website contains links both within and outside the Berklee College of Music Office of Experiential Learning's control. Unless otherwise noted, responsibility for the content, accuracy of information, quality, and safety or suitability of any information found at linked sites resides solely with the sites.