



Handshake Privacy Policy

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Introduction to Handshake

The Twardowski Career Development Center (TCDC) at West Chester University contracts with *Handshake*, a career services platform that connects students and employers to democratize the job finding experience, in college and beyond. Students and alumni utilize this platform for many career-related purposes, which include but are not limited to searching for job and internship listings, participating in the on-campus interviewing program, accessing employers/registrants for career fairs, and learning about events and programs.

Handshake collects certain user information. This privacy statement outlines and describes the conditions and terms on how this information is gathered and how it is used. Please review this privacy policy carefully so that you understand what is collected, how the information is used, and how users can make changes.

Privacy

The TCDC is committed to protecting the privacy of all its users and will collect, maintain and disseminate information solely for the purpose and in support of users' professional development and their search for employment. Student and alumni profile data, resumes, cover letters, writing samples, reference letters, video, audio, or any other information provided in support of their efforts to secure employment will reside on Handshake secure servers. Policies governing this data are covered in the Handshake Privacy Policy (<https://joinhandshake.com/privacy-policy/>).

Collection and access to student information is governed by campus and federal policy under the Federal Family Educational Rights and Privacy Act ([West Chester University FERPA statement](#)), as well as the [West Chester University Acceptable Use Policy](#). Information collected is used to provide and tailor services to our users. It is also used to construct aggregate reports that assist us in program planning. Any reports shared outside of the TCDC will only be shared in aggregate form and will not compromise any privacy issues.

Use of Personally Identifiable Candidate Information

Through *Handshake*, available via the TCDC website, students and alumni can upload resumes and other job-search documents, view and apply for jobs, and schedule on-campus interviews. The information in a user's profile is used by the TCDC for job search guidance, promoting programs and services, notifying users of employment opportunities, and referring qualified candidates to employers. Notifications to users are via email or in-system Announcements.

Third party recruiters, such as employment agencies or search firms, are only allowed to post vacancy announcements for their organization. Students/alumni may choose to provide their resume to these employers via direct employment applications.

Only the resumes of students/alumni 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 general access to view information or resumes directly from the *Handshake* database. Employers may only see the resumes that have been shared by the candidate, if a candidate specifically applied to a particular employer's job announcement, or if the candidate gave permission to allow their resume to be referred to a potential employer. Candidates on Handshake can opt to have their profiles and documents searchable

and viewable by employers.

The TCDC 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*, students/alumni may have data included in aggregate reports used for evaluation of employment activities, educational programs, reports developed for institutional studies, and salary surveys.

The TCDC and Handshake are not permitted to use or sell individual candidate data.

Security

Personally identifiable information is protected both online 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.

Job/Internship Postings

Handshake does not review opportunities posted on its career services platform. Site users are urged to validate job/internship postings. The TCDC will endeavor to review all job/internship postings but may not be able to validate them all based on information available. Use caution and common sense when applying.

Do not disclose social security numbers, credit card information or bank account numbers to unknown employers.

Legitimate employers do not usually need users' bank account numbers (see exception below). One of the ways a fraudulent employer will attempt to get consumers' bank information is by stating that they will only pay via direct deposit of a paycheck. While direct deposit of a paycheck is a convenience, if that is the only option an employer offers, then users should be cautious about accepting the job unless they have carefully evaluated the potential employer. Most employers will give you the option of direct deposit, but not demand that it is used. Ideally, you should wait until you have met the employer in person and begun your employment before agreeing to a direct deposit option. Any employer who wants your bank account information up front is an employer you should check out as carefully as possible.

Note: The U.S. government typically does require that employees agree to direct deposit. Make sure you are genuinely dealing with a government agency when conducting these interviews. In addition, if you have been working for an employer for a while and you are sure about their legitimacy, then agreeing to a direct deposit is usually fine. However, "Work from home" and telecommuting jobs are most at risk when agreeing to direct deposit, especially from brand new employers. Use caution and common sense.

Regarding payment transfers, while some jobs may require an employee to make transfers for employers, legitimate employers making this request will go to extraordinary efforts to background check the job seeker prior to making the hire. This would usually involve meeting the jobseeker in person and conducting rigorous interviews. This kind of job hire would not usually be made via email or even the telephone or a single meeting. In addition, a legitimate employer would typically ask their new employee to make transfers from their business accounts, not your personal accounts or from PayPal. Any applicants to these positions should draw a line and understand that transferring money for employers from their personal bank account or personal PayPal account is off-limits, period.

The [World Privacy Forum](https://www.worldprivacyforum.org/2008/07/jobscamtipsforwarding/) <https://www.worldprivacyforum.org/2008/07/jobscamtipsforwarding/> provides more information on how to avoid these scams.

International Opportunities

It can be challenging to evaluate the trustworthiness and effectiveness of a job search site's protection against fraudulent job ads. Students/alumni should conduct appropriate research before applying to any and all positions posted in *Handshake*, but especially those positions that are posted internationally. The TCDC is not able to evaluate the legitimacy of all of these opportunities. Red flags that should alert you to the presence of a job scam include but are not limited to:

- Request for bank account numbers.
- Request for SSN (Social Security Number).
- Request to "scan the ID" of a jobseeker, for example, a drivers' license. Scam artists will say they need to scan jobseekers' IDs to "verify identity." This is not a legitimate request.
- Descriptive words in job postings that are tip-offs to fraud: "package-forwarding," "money transfers," "wiring funds," "eBay," and "PayPal." World Privacy Forum researchers also found that the term "Foreign Agent Agreement" often appears in fraudulent contracts and emails sent to jobseekers.
- For more detailed information on how to avoid these scams and what actions to take if you are a victim of these scams, contact the [World Privacy Forum](http://www.worldprivacyforum.org/jobscamreportpt1.html) <http://www.worldprivacyforum.org/jobscamreportpt1.html>

Here are some suggested questions that you should ask all international organizations that offer teaching opportunities:

- Do you provide help to students/alumni in terms of the paperwork necessary to obtain the proper visas?
- Do you insist that students/alumni have the correct paperwork in place before arriving to teach?
- Do you encourage students/alumni to arrive and obtain paperwork afterwards?
- Do you have a website that provides this type of information?

Updating Account Information

Users may change or correct personal information at any time. To do so, simply login to your Account, go through your profile to locate options for editing this information.

If you have any questions, concerns, or comments regarding this Privacy Policy or privacy issues relating to *Handshake*, please contact the Director of the Career Development Center at 610-436-2501.