

Terms of Service (ToS)

UVic Co-op and Career Portal Terms of Service

Version 1.1

Last Updated July 2021

The Co-op and Career portal at the University of Victoria is facilitated by UVic's Co-operative Education Program and Career Services (Co-op and Career). The Portal is provided in support of activities such as career development, work search, co-operative education, work- integrated learning, etc. The following agreement ("Agreement") describes the terms on which you may access and use the Co-op and Career portal ("Portal"). In order to become or continue as a user of this Portal, you must read and accept all of the terms and conditions of this agreement. If you do not agree to be bound by the terms of this Agreement, you must not use or access the Portal.

We reserve the right to modify this Agreement at any time, and without prior notice, by posting amended terms for acceptance on this site. Your continued use of the Portal indicates your acceptance of the amended User Agreement.

Information Disclosure

By using the Service, you agree to make your contact information available to UVic Co-op and Career staff and our authorized service provider. You should not add or share personal or private information about yourself that you do not wish others to see. You agree that Co-op and Career can collect your identification photo from the OneCard Office for use in the Portal.

Your personal information and interactions within the Portal, including event registrations, job postings and applications, appointments, photo, contact information, and other data will be stored on servers located in Canada by Orbis Communications. The Portal employees and authorized service providers will not access customer data from outside Canada, but may access it from within Canada (a) for the purpose of implementing, maintaining, repairing, troubleshooting or upgrading services, or (b) for data recovery purposes in the event of a system failure.

University Policy

Use of the Co-op and Career Portal Service is subject to the following University of Victoria policies and guidelines:

- IM7200 - [Acceptable Use of Electronic Information Resources Policy](#)
- GV0235 - [Protection of Privacy Policy](#)
- IM7700 - [Records Management Policy - Fair Dealing Guidelines](#)
- IM7800 - [Information Security Policy](#)

Access

The Portal is available via single sign-on to students, alumni, staff and faculty at the University of Victoria with a primary NetLink ID. The Portal is also accessible to employers

with approval by Co-op and Career staff. When you are no longer a UVic student, your student account in the Co-op and Career portal will automatically be deactivated according to the university's timeline and process. At this time, you may retain access to the Portal as an alumni, with reduced permissions.

Contact privacyinfo@uvic.ca if you have any questions about how UVic manages your personal information.

Support

All support for the Portal is provided by Co-op and Career staff. By using this service, you consent to receive communications including notices, announcements, feedback, support or other information from UVic Co-op and Career. Co-op and Career may provide all such communications by email or by posting them as a notice on the Portal or Co-op and Career website.

Disclaimer

UVic Co-op and Career will endeavour to ensure that the Portal is available 24 hours a day; however, access to this site may be suspended temporarily and without notice in circumstances of system failure, maintenance or repair or for reasons beyond the control of UVic Co-op and Career. Portal pages contains links to other websites outside the control of the University of Victoria; the University of Victoria is not responsible for the content of these sites. The University of Victoria provides no guarantee on the availability of content linked within the Portal. Content, references and links posted within the Portal must not be taken as an endorsement by the University of Victoria.