

## **Privacy Policies for the CRA Database of Candidates for Academic and Industrial/Government Laboratory Positions**

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This document outlines data protection processes and privacy policies for the database. These policies will be revised periodically (at least annually) to comply with CRA best practices and relevant regulations.

### **Candidate Rights and Obligations**

**Obligations:** (a) Candidate has an obligation to submit accurate information. (b) Candidate understands that they need to protect their password to the database. (c) Candidate information is not accessible to database subscriber till after approval from advisor/endorser. (d) Candidate understands that the database is searched by database subscribers by criteria such as research area, geographic preference, and keywords specified by candidates. (e) Candidate understands that database subscribers may contact them to encourage them to apply for a position. (f) Candidate understands that database subscribers may pay fees to access the database and such fees may be revised annually. These fees are used by CRA to cover the cost to maintain the database.

**Rights:** (a) Candidate's participation in the database is strictly voluntary. (b) Candidate has a right to know the decision (e.g., decline, approve) by advisor/endorser. (c) Candidate may review their information by visiting the database. (d) Candidate may remove their information at any time.

### **Advisor/Endorser Rights and Obligations**

**Obligations:** (a) Advisor/endorser has an obligation to either decline a candidate's request or review the information submitted by the candidate for accuracy.

**Rights:** (a) Thesis advisor/endorser may decline a candidate's request to review and approve their information.

### **Database Subscriber Rights and Obligations**

**Obligations:** (a) Subscriber understand that CRA does not provide any guarantees about the accuracy of the information submitted by the candidates. (b) Subscriber understands that they may have to pay fees to access the database. Such fees may be based on different levels of access and may be revised annually. (c) Subscriber may not share access to database or search results with non-subscribers. (d) Subscriber may not use the database for any purposes other than recruiting. (e) Subscriber has an obligation to keep downloaded information in a protected space, accessible only for recruiting purposes. Subscriber will delete all copies of the downloaded information at the end of an annual recruiting season.

**Rights:** (a) Subscriber may search the database by criteria such as research area, geographic preference, and/or keywords specified by candidates.

### **Database Maintainer Rights and Obligations**

**Obligations:** (a) Maintainer uses encrypted communication to protect passwords during communication (b) Maintainer stores the information in an encrypted storage available only to the senior project staff and subscribers. (c) Maintainer annually removes all information at the end of each recruiting season in late summer. (d) Maintainer strives to reduce workday time-periods, when the database is offline. (e) Maintainer reports to a CRA committee for oversight and supervision, and handle bugs and questions.

**Rights:** (a) Maintainer has a right to take database offline for brief time-periods for maintenance. (b) Maintainer has a right to revise the data protection and privacy policies in light of new regulations and best practices. (c) Maintainer has a right to be reimbursed for costs of operating, maintaining and upgrading the database software and associated websites.