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By: MCWU  
Date: 3-21-19 Time: 3:18  
OFFICE OF EXTENSION COORDINATION  
Tel.: (+632) 2659813 / (+632) 9818500 local 2921

UNIVERSITY OF THE PHILIPPINES  
DILIMAN QUEZON CITY  
VOIP TRUNKLINE: 981-8500 LOCAL: 2558, 2556  
DIRECT LINE: (632) 929-5401, (632) 927-1835  
FAX: (632) 928-2863  
E-MAIL: chancellor.updiliman@up.edu.ph

**OFFICE OF THE CHANCELLOR**

25 March 2019

MEMORANDUM ORDER NO. MLT 19-112

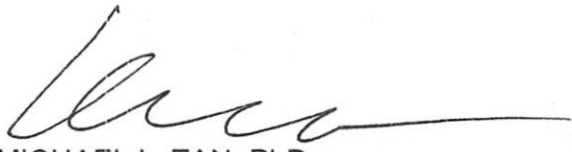
TO: Deans, Directors, Heads of Units, Faculty, REPS and Staff  
Information Officers/Data Privacy Compliance Focal Persons

SUBJECT: **Data Protection Guidelines for Work Processes**

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Enforcing data privacy rights entails proper processing of information in our work processes. *Practical* guidelines are in order to infuse data protection measures in the conduct of our work. Hence, all staff, researchers and faculty of UP Diliman are provided the attached guidelines to operationalize respect for privacy in day-to-day activities.

For your guidance and compliance.

  
MICHAEL L. TAN, PhD  
Chancellor

## UP Diliman Data Protection Guidelines for Work Processes

The responsibility to uphold privacy permeates all levels of UP Diliman's processes and operations. Let us cultivate a culture of respect for privacy by conscientiously enforcing the following guidelines:

### **(1) Be prudent and discreet**

Do not discuss identities of individuals with those who are not involved in your administrative or academic work. Disclose information on a *need-to-know* basis. Do not divulge identities of staff, faculty, students and alumni to outsiders – even to family and friends.

### **(2) Do not disclose to non-UP parties**

In transactions with non-UP people and organizations, deal only with authorized representatives. Do not disclose to unnecessary parties. Do not forward internal UP communications and emails to external parties.

### **(3) Organize your files**

Except for your superiors and co-employees who are involved, your work documents and academic records are for your own eyes only. When not in use, keep files inside folders or drawers. Before transmitting documents, enclose them in envelopes or folders. Before leaving your work area, lock your computer and sign out from your email and other accounts.

### **(4) Use official communication channels**

Do not use your personal email and phone for work or academic matters. Do not disclose sensitive information via telephone – you are not sure who are listening or if you are being recorded. Do not save confidential or sensitive data in unsecure portable storage devices such as unencrypted USB flash disks and mobile phones.

### **(5) Trust and follow the process**

Follow the UP Diliman's procedures and established practices. In case of doubt, do not give away information and consult your department head first. In rare situations that you cannot follow a procedure, get your department head's approval and document the matter.