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OFFICE OF THE CHANCELLOR

15 January 2018

MEMORANDUM NO. MLT-18-022

TO : All Deans/Directors/Heads of Units
SUBJECT : Unit Information Officers as Data Privacy Focal Person

In consonance with RA 10173 (Data Privacy Act of 2012) and the National Privacy Commission Advisory No. 2017-01, please be informed that effective 15 February 2018, all designated Unit Information Officers (IOs) will also act as the unit's focal person for data privacy compliance.

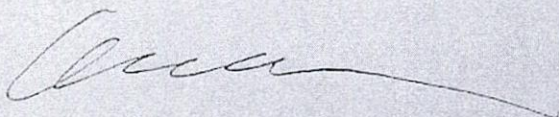
As data privacy compliance focal persons, the IOs are tasked to coordinate with and assist our University's Data Protection Team (DPT) in:

1. Consulting with and accommodating suggestions and requests from their respective unit;
2. Complying with regulations, including reporting of data security threats and incidents;
3. Assessing documents and processes in their respective unit to remediate risks to personal information;
4. Instituting and enforcing confidentiality safeguards and best practices, and
5. Facilitating projects of the DPO including training of relevant personnel.

Colleges and offices without existing IOs are enjoined to recommend one from among the existing regular faculty or administrative personnel to the HRDO not later than 17 January 2018. Preference may be given to personnel who have an understanding of the processes in your unit and sub-units; and are knowledgeable of your unit's physical and electronic information systems and data security measures.

For questions, please contact OVCA at VOIP no. 2580.

Thank you.



MICHAEL L. TAN, PhD
Chancellor