

Data Privacy

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OFFICE OF THE CHANCELLOR

23 May 2018

MEMORANDUM NO. MLT-18-135

TO : All Deans, Directors, Heads of Units, Faculty, Students  
SUBJECT : **UP Diliman Message and Communication Policy**

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In the free exercise of the freedoms of expression and communication, data privacy and confidentiality rights should also be protected. To this end, the **UP Diliman Message and Communication Policy** is hereby promulgated. Attached is a copy of the Policy. An online version can be found at <http://upd.edu.ph/privacy/communications>.

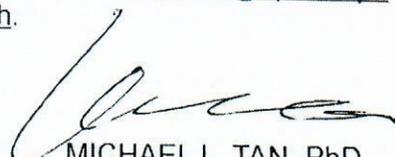
In line with this Policy, **official** printed and electronic correspondences, including emails, which contain confidential, privileged, or personal information should state a **Privacy and Confidentiality Notice** substantially containing the matters in the following suggested footer for printed messages and emails:

**Privacy and Confidentiality**

This message, its thread, and any attachments are privileged and confidential. No part of this message may be reproduced or exhibited in any form or manner without the consents of the sender and the University of the Philippines Diliman. In case of wrongful receipt of or unauthorized access to this message, please immediately inform the sender and permanently delete all wrongfully received copies. Your access to this message subjects you to the UP Diliman Message and Communication Policy and relevant data privacy regulations.

For ease of reproduction, the text of this notice can be found at <http://upd.edu.ph/privacy/footer>.

This suggested notice may be revised or added to in accordance with the context of each correspondence. For clarifications, you may reach out to the UP Diliman Data Protection Officer at [dpo.updiliman@up.edu.ph](mailto:dpo.updiliman@up.edu.ph) or the Diliman Legal Office at [updlo@upd.edu.ph](mailto:updlo@upd.edu.ph).

  
MICHAEL L. TAN, PhD  
Chancellor

## UNIVERSITY OF THE PHILIPPINES DILIMAN

### MESSAGE AND COMMUNICATION POLICY

#### I. Scope

This Policy governs the creation, sending, transmittal, receipt, access, use, processing, and storage of documents, instruments, files and data in any form or medium containing *personal* or *confidential* information (the "**Private Information**") directly or indirectly by, originating from, pertaining to, under the possession of, owned by, or related to the University of the Philippines System, including the University of the Philippines Diliman, and their respective units, personnel and representatives (the "**University**").

#### II. Personal and Confidential Information

Information is "personal" when it is defined by the Data Privacy Act of 2012 as personal information, sensitive personal information, or privileged information. This includes all information which can singly or cumulatively identify, discriminate, or damage officials, staff, faculty, Research, Extension and Professional Staff (REPS), students, parents, alumni, representatives, and other individuals related to the University of the Philippines.

Information is "confidential" when it is generally non-public data or information by, originating from, pertaining to, under the possession of, owned by, or related to the University of the Philippines Diliman, the University of the Philippines System, UP Constituent Universities, and their respective colleges, offices, units, instrumentalities, and their respective officers, employees, agents and representatives. This includes any part in any stage of research work, including processed or unprocessed data forming part of, related to, or arising from to such research work.

"Messages and communications" are printed and electronic correspondences, regardless of the sender and recipient.

#### III. Protection of Private Information

Private Information contained in or referenced by messages and communications are strictly confidential and exclusively for the intended recipient/s only.

All individuals, entities and parties accessing, possessing, or using the Private Information shall implement organizational, physical, and technical security measures for the privacy and protection of the Private Information as appropriate under the circumstances which shall not fall below regulatory and industry standards.

#### **IV. Correspondences**

No part of messages and communications containing or referencing Private Information may be reproduced, transmitted, or exhibited in any form or manner without the concurrent express written consents of the sender and the University. The consent of the University is not a substitute to the consents of the data subject, intellectual property owner, or the original source of the Information. Creation, access to, or receipt of messages and communications from the University subjects the person, entity or party to this Policy and relevant data privacy regulations.

Official printed and electronic messages and communications containing or referencing Private Information are required to state a privacy and confidentiality notice which shall substantially contain the matters in the following suggested notice:

##### **Privacy and Confidentiality**

This message, its thread, and any attachments are privileged and confidential. No part of this message may be reproduced or exhibited in any form or manner without the consents of the sender and the University of the Philippines Diliman. In case of wrongful receipt of or unauthorized access to this message, please immediately inform the sender and permanently delete all wrongfully received copies. Your access to this message subjects you to the UP Diliman Message and Communication Policy and relevant data privacy regulations.

This suggested notice may be revised or added to in accordance with the context of each correspondence.

All electronic and hard copies of messages and communications containing or referencing Private Information which are wrongfully received or accessed without authority should be (1) permanently deleted and disposed of. The University and the sender of the Private Information wrongfully received or accessed without authority should immediately be informed.

The University shall not be liable for claims, losses, damages, charges, and expenses directly or indirectly arising from or related to any part of the Information and its access, use, or processing.

In case of doubt, it should be presumed that the privacy and confidentiality of data and information should be kept private and protected.