

Security in Email Use



Do not include as recipients those who have no official business in an email matter.



Redact unnecessary private or confidential information from emails when forwarding to others.



USE PASSPHRASE

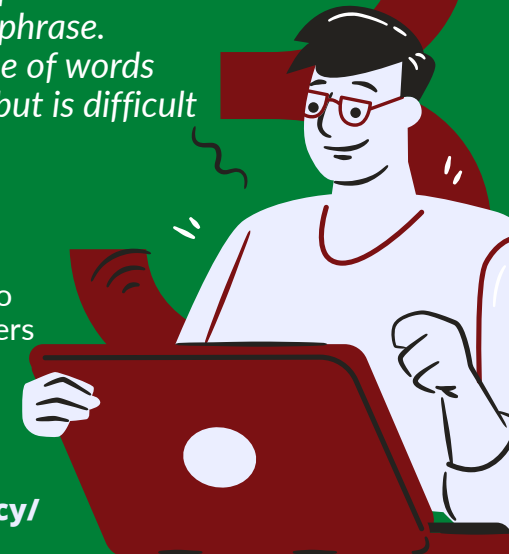
Instead of using a short alphanumeric password, use a long passphrase. A passphrase is a sequence of words that you can easily recall but is difficult for others to guess.

For example,

LeBronJamesBondPaper

Although it is easy for you to remember, it is hard for others to guess and too long for computers to crack.

<https://upd.edu.ph/privacy/>





Sensitive Confidential Information

Information that may likely cause serious harm to UP Diliman or individuals if not strictly protected.



Sensitive personal information such as age, political affiliation, health, education, and government-issued I.D. numbers.



Privileged information such as those in sexual harassment cases disclosed to officials, adjudicators, lawyers and doctors.

If you have Email with Sensitive Confidential Information, use the sample header below:

This email contains **Sensitive Confidential Information** under the UP Diliman Data Classification Policy. As such, the contents of this email may only be disclosed on a need-to-know basis to the minimum number of University of the Philippines officials and staff who are highly necessary to resolve the concerns in this email.