

University of the Philippines Diliman
DATA PROTECTION TEAM

MEMORANDUM

Reference No. DPT 18-06

FOR : ██████████
SUBJECT : **Disclosure of employee information to third parties**
DATE : 26 March 2018

Dear ██████████:

We render an advisory opinion on what personal information of current and former employees of the University can the ██████████ disclose to third parties. The latest inquiries of ██████████ involve employment details of (1) ██████████; and (2) ██████████.

Opinion

As the University is a government institution, the ██████████ may disclose the following information regarding a current or former employee of the University:

- (1) Information of the individual relating to the government position and government functions;
- (2) The fact that the individual is or was an officer or employee of the government;
- (3) The title, office address, and office telephone number of the individual;
- (4) The classification, salary range, and responsibilities of the position held by the individual; and
- (5) The name of the individual on a document he or she prepared in the course of his or her employment with the government.

Note that regarding compensation, only the *salary range* may be disclosed. Regarding contact details, only *office* address and *office* telephone number may be disclosed.

For other information such as health information, credit standing, and exact salary, the express written consent of the individual is required before the ██████████ can provide or even verify information.

Discussion

Generally, employment information cannot be disclosed to third parties without the express written consent of the individual involved. Employment information is categorized by law as “*sensitive* personal information”, which affords it a higher standard of privacy protection as compared to regular “personal information”.

However, public interest allows disclosure of information related to the government position and functions of current and former employees of the University.

In particular, the [REDACTED] may disclose the following information regarding a current or former employee of the University:

- (1) Information of the individual relating to the government position and government functions;
- (2) The fact that the individual is or was an officer or employee of the government;
- (3) The title, office address, and office telephone number of the individual;
- (4) The classification, salary range, and responsibilities of the position held by the individual; and
- (5) The name of the individual on a document he or she prepared in the course of his or her employment with the government.

Note that regarding compensation, only the *salary range* may be disclosed. Regarding contact details, only *office* address and *office* telephone number may be disclosed.

For other information such as health information, credit standing, and exact salary, the express written consent of the individual is required before the [REDACTED] can provide or even verify information as this is required by the Implementing Rules of the Data Privacy Act.

Please feel free to reach out for clarifications or further inquiries.

Yours Truly,

(Sgd.) Elson B. Manahan
Data Protection Officer
University of the Philippines Diliman