

University of the Philippines Diliman  
DATA PROTECTION TEAM

**MEMORANDUM**

Reference No. DPT 18-08

FOR : ██████████  
SUBJECT : **Request to conduct research and gather data from ██████████**  
DATE : 04 March 2018

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Dear ██████████:

We provide an advisory opinion on the requirements for ██████████ of ██████████ to gather data from respondents who are menopausal faculty members of UP Diliman for the undergraduate research ██████████.

The survey questionnaire extracts **sensitive personal information** such as health, education, and sexual life. As such, the data to be gathered must strictly be used only for the purposes of the aforementioned research and not used for commercial purposes.

The “Informed Consent Form” sufficiently describes the data to be gathered. To fully comply with the requirement of the Data Privacy Act, the following information should also be stated in the form:

- (1) The specific method of processing the data gathered from the respondent and the use of such information;
- (2) The duration of keeping the data which should be limited and not disproportionate to the necessity of the research;
- (3) The fact that the respondent pool is the population of female faculty members of the University of the Philippines;
- (4) The respondent’s rights to:
  - a. Be informed of the purpose, scope, and processing of personal data;
  - b. Object to any form or manner of processing of personal data;
  - c. Access the personal data gathered from him/her;
  - d. Rectify, erase, block, or port the data;
  - e. File a complaint before the proper courts and the National Privacy Commission, including the right to claim damages.

The survey questionnaire gathers data which are excessively disproportionate to the purpose of the research. The following items should be removed from the questionnaire:

- (1) Annual household income;
- (2) Educational attainment.

It is suggested that the thesis adviser also determine which items in the questionnaire are not necessary or excessive for the purpose of the research.

It is also suggested that the researcher execute the **Non-Disclosure Warranty** attached to this Memorandum.

Yours,

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

UNIVERSITY OF THE PHILIPPINES DILIMAN

## **NON-DISCLOSURE WARRANTY**

The undersigned firmly warrants to not disclose to any party any and all data and information indicated, interpolated, extrapolated, extracted, and processed (the "Information") from the following activity:

**Administering a survey to menopausal women respondents  
from the University of the Philippines Diliman through a  
written questionnaire**

The undersigned firmly warrants to exclusively use the Information for the following purpose (the "Purpose"):

**Gather data for the undergraduate thesis entitled** [REDACTED]

The undersigned firmly warrants to strictly protect the privacy of the Information and comply with the Data Privacy Act of 2018, its Implementing Rules and Regulations, and all subsisting and future laws, regulations, and issuances of the National Privacy Commission.

The undersigned firmly warrants to implement necessary security measures to protect the Information, including exercising sufficient organizational, physical and technical security measures. Any unauthorized disclosure, danger, or suspicion thereof shall immediately be reported to the UP Diliman office or unit which provided the Document.

\_\_\_\_\_  
Printed over Printed Name / Date

*\*Note: Please attach to this document a copy of the UP ID of the signatory.*