



20 May 2019

**ADVISORY OPINION**

Reference No. DPO 19-22

FOR : [REDACTED]

SUBJECT : **Request to Review Non-Disclosure Statement**

Dear [REDACTED]:

We respond to your request to review the attached draft of the Non-Disclosure Statement for the personnel of the [REDACTED].

**Opening Statement**

Since the following statement merely seeks to describe the legal obligation of the [REDACTED], we suggest its removal:

"Under the DA Security and Privacy Regulations, hospital and other healthcare providers are required to have the capacity to determine who is accessing their patients' healthcare information and protect the privacy of information."

To be precise, what the Data Privacy Act requires is that **health information** - *which is sensitive personal information* - may only be processed if:

"Section 13.

x x x

e) The processing is necessary for purposes of medical treatment, is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal information is ensured;"

Since the above requirement is

**General Guidelines**

We provide the following revisions on the General Guidelines in the Non-Disclosure Statement:

-Access and use patient information only when minimally necessary to perform an official task in relation to the care of the patient concerned.

-Share or discuss patient information, only to necessary parties and if it is vital in the continuity of care of the patient concerned.

-If there are electronic health records, never share your identification number or password, and log off computer sessions, when you will be away from the work station. Adhere to the UP Diliman Information Security Policy in the use or access of any computing device or electronic record.

-Follow the (i) UP [REDACTED] Data Privacy Manual; (ii) [UP Diliman Policy for patients, clients and customers](#); and (iii) UP [Diliman Data Protection Guidelines for Work Processes](#).

-Ensure confidentiality and implement organizational, physical, and technical security measures when you handle or process information, whether electronic or physical.

We hope that this email has been of useful service. Please feel free to reach out to us or [REDACTED] - the [Privacy Focal Person](#) of the [REDACTED] - for further concerns.

Regards,

**(Sgd.) Elson B. Manahan**  
*Data Protection Officer*  
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