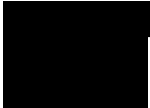




24 June 2019

ADVISORY OPINION

Reference No. DPO 19-29

FOR : 

SUBJECT : **Inquiry on Psycho Social Assessment**

Dear ,

We address your inquiry and inform you of our following obligations:

1. Process data in accordance with data privacy principles;
2. Implement security measures; and
3. Uphold the rights of data subjects.

I. Data Privacy Principles

Please uphold data privacy principles of transparency, legitimacy and proportionality:

Transparency

The questionnaires should have statements informing our students and staff of: (i) the legitimate purpose of the exams/assessments; and (ii) the UP Diliman offices that will receive copies of the results of the exams/assessments.

Legitimacy

The purpose of the exams/assessments should be for either (i) counseling and guidance; or (ii) fitness to function as a student or staff. There should be no fishing for information - we cannot use "just to be sure" as a reason for requiring exams. We can only administer an exam only for a legitimate purpose (specified in the questionnaire).

Proportionality

The results and information transmitted to other UP Diliman offices should only be the *minimum extent necessary* for the concerned UP Diliman office to perform its official functions.

II. Implement Security Measures

Work Processes

Kindly observe our [Data Protection Guidelines for Work Processes](#).

Security Measures

Please provide the specific technical, physical and organizational security measures required by your circumstances in accordance with the situation of your UP Diliman office.

III. Uphold the rights of data subjects

Your responsibilities

Please ensure that your office performs its responsibilities under [OC Memo No. 19-061](#).

Their rights

Let us uphold the rights of our students and staff as stated in our [Data Subject Rights and Responsibilities](#).

Thank you.

(Sgd.) Elson B. Manahan

Data Protection Officer

University of the Philippines Diliman