

UP DILIMAN EMAIL POLICY

key points and practices to ensure proper email usage

PERSONAL EMAILS ARE FOR PERSONAL USE ONLY

Refrain from using your personal email accounts for work purposes. It is best that you use your official email instead.

KEEP IT LEGIT

Use your email for legitimate purposes only. This means that the use must not be contrary to law, morals, and public policy.

Refer to the Security Measures laid down in the UP Diliman Privacy Manual and UP System's Acceptable Use Policy as guide



STAY SAFE

Access your emails only through secure and private network connections

URGENT BUSINESS OPPORTUNITY? OR SCAM?

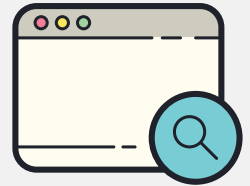
Be careful in accessing links in emails from unidentified or unfamiliar senders. You never know, that urgent business opportunity from a prince or tycoon in a far flung country might be a scam.



CONSTANT VIGILANCE!

Be wary of phishing and malware attempts

SIGNS TO LOOK OUT FOR



- Clickbait subject headings or links;
- Suspicious emails or those containing inconsistencies (e.g., grammar mistakes, excessive punctuation marks, etc)
- Solicitations; and
- Request to verify personal information, login credentials, and one-time pins



VERIFY AND SCAN

Before downloading an attachment, ensure that it came from a legitimate source AND scan it for any virus or potential threat

WHAT'S MINE IS MINE, AND WHAT'S YOURS IS YOURS

Only the registered account holder shall be authorized to use his/her own email account.

Also, while "sharing is caring", please, **DO NOT SHARE** your login credentials with anyone!

SOURCE: THE UP DILIMAN EMAIL POLICY, UPD DPO MEMORANDUM NO. EBM 20-05, DATED 05 MAY 2020

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



UP DILIMAN EMAIL POLICY

key points and practices to maintain the privacy and confidentiality of information processed therein

COMPLY WITH THE UP DILIMAN MESSAGE AND COMMUNICATIONS POLICY

Send, create, transmit, receive, and store emails while adhering to the UP Diliman Message and Communications Policy

FOR YOUR EYES ONLY



Private Information contained and processed in emails are strictly confidential and are deemed to be strictly for the sender and recipient's use only

IN CASE OF DOUBT: TREAT IT AS PRIVATE AND CONFIDENTIAL

Remember to exercise due diligence when processing personal information through emails.

In case of doubt, presume that the email is private and confidential

UNAUTHORIZED REPRODUCTION IS NOT ALLOWED

No part of the email containing or pertaining to Private Information shall be reproduced, transmitted, or exhibited in any form or manner without the written consent of the sender and the University.

The consent of the University does not amount to the consent of the data subject, intellectual property owner, or the original source of the Private Information..

CONFIDENTIALITY NOTICE... TO INCLUDE OR NOT TO INCLUDE?

Is the message an official message from the University?

Does the message contain confidential, privileged, or personal information?

Is the message from the University of the Philippines System (including UP Diliman), and the recipient is a non-UP party?

IF THE ANSWER IS YES TO ALL 3 QUESTIONS...

You have to place a Privacy and Confidentiality Notice at the end of the email.



WRONG RECIPIENT?



Delete and dispose wrongly received emails and inform the University and sender ASAP

INCLUDES: SENSITIVE CONFIDENTIAL INFORMATION

Whenever sending an email containing sensitive confidential information, place the appropriate header as stated in the UP Diliman Email Policy

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