



PRIVACY POLICY, PRIVACY NOTICE, PRIVACY MANUAL, CONSENT STATEMENT, AND CONSENT FORM

Descriptions and Distinctions



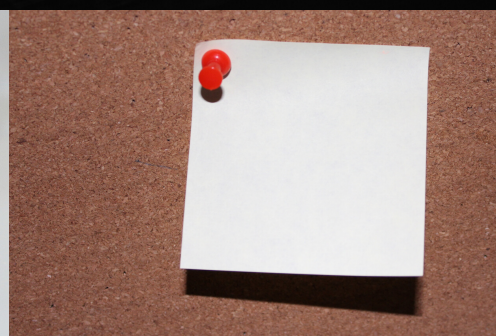
PRIVACY POLICY

An internal statement that governs an organization or entity's handling practices of personal information. It is directed at the users of the personal information.



PRIVACY MANUAL

A guidebook or a handbook that encapsulates the privacy and data protection protocols that need to be observed and carried out within the organization for specific circumstances (e.g., from collection to destruction), directed toward the fulfillment and realization of the rights of data subjects



PRIVACY NOTICE

A statement made to a data subject that describes how the organization collects, uses, retains and discloses personal information

CONSENT STATEMENT

A section forming part of a broader document to obtain informed consent related to the processing of personal information.

CONSENT FORM

Akin to a Consent Statement, a consent form also informs the data subject and obtains its consent. However, this one is embodied in a *separate* document.





PRIVACY POLICY, PRIVACY NOTICE, PRIVACY MANUAL

Their contents and target audience

Privacy Policy

A guide to the members of the organization processing personal information informing them how to process it.

It is also an informational document to external parties on how an organization processes personal information

Privacy Notice

A announcement directed to the public for a particular endeavor, purpose, project, or event.

It may be in the form of a general privacy notice that gives the public an overview how an organization processes data.

Privacy Manual

A detailed collection of rules to govern the conduct of the internal members of an organization such as its employees. It is more detailed and it covers the policies and procedures applied by the organization in processing information

PRIVACY POLICIES

provide framework for the organization

PRIVACY NOTICES

the organization's statement to the public

PRIVACY MANUALS

more detailed and exclusive

UP DILIMAN DPO ISSUANCES

ADVISORY OPINION

Answers a specific question

DPO ADVISORY

Provides broad guidance to the UP Diliman Community on a broad topic

DPO MEMORANDUM

Provides a formal set of policies, rules, or guidelines

