

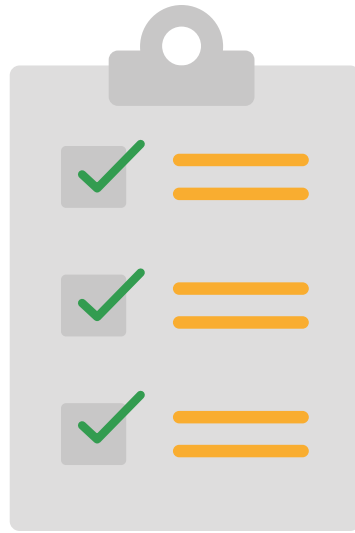
# THE REVISED UP DILIMAN DATA CLASSIFICATION POLICY

## HERE'S WHAT'S NEW

### A REVISED PROVISION ON THE RESPONSIBILITIES IN THE CLASSIFICATION OF DOCUMENTS

The **OLD** UP Diliman Data Classification Policy states that it is the **PFP's sole responsibility** to ensure that all the documents in its unit/office are classified according to the said policy

The **NEW** UP Diliman Data Classification Policy **refines the responsibilities and defines the ownership accountability** in the classification and processing of data



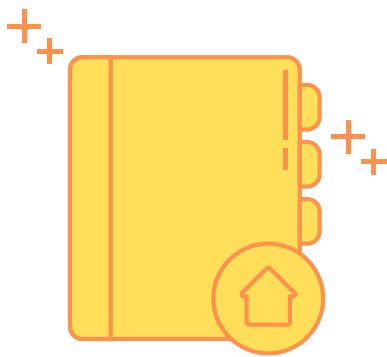
# THE REVISED UP DILIMAN DATA CLASSIFICATION POLICY

NOW, EVERYONE IS  
INVOLVED.

HERE'S HOW

## the PFPs

- are responsible for ensuring that the documents administered by their unit/office are CLASSIFIED ACCORDING TO THIS POLICY



## the administrative office or academic unit as Document Administrator

- are responsible for upholding the PRIVACY and CONFIDENTIALITY of data.



Remember: the unit or office that has the *authority* to generate or revise a document is referred to as the *Document Administrator*

## the UP People

- are responsible for UPHOLDING the PRIVACY and CONFIDENTIALITY of the data in the documents they are processing.
- are responsible for ensuring that all the documents they use ARE KEPT PRIVATE AND CONFIDENTIAL pursuant to UP Diliman's privacy policies
- who are DOCUMENT USERS must ensure compliance with this policy.



Remember: UP People that ACCESS or UTILIZE documents are referred to as DOCUMENT USERS