



# REVISED PRIVACY POLICY FOR STAFF, REPS, AND CONTRACTUALS

Source: DPO Memorandum Reference No. EBM 20-11

## Part III. Processing of Personal Data of Staff

### COLLECTION OF PERSONAL DATA

Collection of staff's personal data may be done through various data-gathering forms such as but not limited to, written records (e.g., Personal Data Sheet), and photographic and video images.

### USE OF PERSONAL DATA

The use of the staff's personal data shall, at all times, be in line with the University's mandate.

### STORAGE, RETENTION, DISPOSAL, AND DESTRUCTION OF PERSONAL DATA

Personal Data shall be stored in a secured facility. UP Diliman shall retain the staff's personal data only for as long as necessary and required by the pertinent laws, rules, and regulations. Personal data shall be disposed of and destroyed in such a way that no part of the data will be exposed and its reconstitution rendered impossible.

### ACCESS

The University shall ensure that only the authorized personnel shall have access to the personal data of its staff. Moreover, their access to the same shall be strictly limited to the fulfillment of their respective duties in relation to the personal data involved.

### DISCLOSURE

The University may send text messages or email the staff for work, operations, health, emergency, and community matters. A resort to online meetings may also be used to relay and discuss work-related concerns. These may apply to situations of work-from-home-arrangement.

Only the authorized University personnel may disclose or transfer personal data within the University as well as to external entities. Provided, however, that the same remains to be in line with the cardinal principles of data privacy.