

DO's and DON'Ts for Faculty



Do be careful with social media posts that may mention or include staff, faculty or students.



Don't forward to external parties email discussions within your department or office.



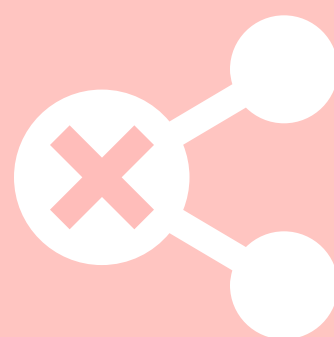
Do ensure that all documents with personal data are kept in a secure place to prevent unauthorized access.



Don't open your UP email and UP accounts on public computers or through public Wi-Fi.



Do ask.
In case of doubt, connect with your Privacy Focal Person or UP Diliman Data Protection Office.



Don't post or disclose to third parties class standings, exam results, and lists of candidates for graduation and graduating students

