

# UPD DPO REMINDER SERIES: DATA PRIVACY PRINCIPLES EDITION



*A gentle reminder from the UP Diliman Data Protection Office:  
Process personal information in accordance with the data privacy  
principles of Transparency, Proportionality, and Legitimate Purpose*

## WHAT IS THE PRINCIPLE OF PROPORTIONALITY?

Section 18 (c),  
Rule IV,  
Republic Act  
No. 10173  
Implementing  
Rules and  
Regulations

The processing of information shall be adequate, relevant, suitable, necessary, and not excessive in relation to a declared and specified purpose. Personal data shall be processed only if the purpose of the processing could not reasonably be fulfilled by other means.

### What does this mean?

## Proportionality Test\*

- Examination on whether or not the measure is necessary to meet the objective – that is, less intrusive ways of achieving the same objective.
- Examination on whether or not the measure chosen for the collection of information is effective in achieving the objective – that is, whether or not it is rationally connected to it.
- Balancing of the proportional benefits in collecting information against the harm to the data subject's privacy.

\*Source: R vs. Oakes, S.C.R. 103, Supreme Court of Canada, 1986

Give and ask only what is needed in relation to the purpose of the processing. Also, if there are other less intrusive ways to achieve the objective, use those instead.

### EXAMPLES

- When forwarding an email to a large number of recipients, use BCC instead.
- When sending a full report, give only what is necessary.
- When creating/updating a sign up sheet, include only what is necessary to the objective.

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