



Announcement

for the

Faculty and Staff

1. As mandated by the UP Diliman Email Policy and UP System Memorandum on Organization and Technological Security Measures for Data Privacy Act Compliance (UPDATED), make sure to use the UP Mail in accessing Data Processing Systems online.

2. Make sure that the responses of the students cannot be viewed by others when using online services (i.e., Google Forms, Google Drive, Microsoft Forms, etc.) For added security, enable the sign-in using the UP Mail option before they can fill up the form.

3. Collect only what is necessary to aid you in the conduct of your classes.

SOURCES:

The UP Diliman Email Policy, UPD DPO Memorandum No. EBM 20-05, Dated 05 May 2020, <https://privacy.upd.edu.ph/email-policy/>

https://privacy.up.edu.ph/memos-and-issuances/MEMO_NO._TJH_2019-07A.PDF