



# PRIVACY REMINDERS FOR *Faculty* FROM UP DILIMAN DATA PROTECTION OFFICE

## Sharing of Personal Information

When sharing information that includes personal data (e.g., grades, examination results), ensure that the announcement allows only the intended recipients to view it.

## Use of University platforms

Maximize the use of our secure platforms when posting grades and submission of class requirements like the CRS and UVLê.

## Use of UP Mail

Use UP Mail in communicating with co-faculty and students. Enable the multi-factor authentication as an added level of security against unauthorized access.

## Use of Online Social Networks

When using online social networks, it is important to remember to only post or share personal data if there is a legitimate purpose in doing so.

A close-up, slightly blurred photograph of a document. The words "Report Card" are printed in a large, bold, black font, slanted upwards from left to right. The background is a light greenish-grey color.

Always remember:  
Be proactive in protecting YOUR OWN PRIVACY

[privacy.upd.edu.ph](http://privacy.upd.edu.ph)