DATA PRIVACY REMINDERS

1 **Use strong passwords and passphrases. Below are some examples:**

- `MakeYourMamaProud143MYMP`
- `B@k1tP@P@_B1n@w1MOP@`
- `YOkO.N@_B3h.Ch@rO+L@ng`

2 **Update privacy and security settings of your application (i.e., GMail) and use multi-factor authentication**

3 **Use of UP Mail**

- Strongly consider applying for a UP Mail for the particular designation/duty (e.g., DPO(dot)admin(at)up(dot)edu(dot)ph. So in the event that the person handling the administrative tasks in the unit resigns or transfers, information processed in their official capacity through the email address remains available.

4 **Exercise caution before accessing links**

- Check the spelling of the sites in the URL, cross check it with the emails you often receive from the legitimate sources
- If you are directed to a page requesting for your personal information or login information, exercise extreme caution before proceeding

5 **Take care of your belongings**

- Safeguard your devices from loss or theft
- Use a complex passcode or screen lock pattern to access your device

6 **Be careful with what you share online – malicious groups or individuals may use these information to compromise your accounts**

privacy.upd.edu.ph