

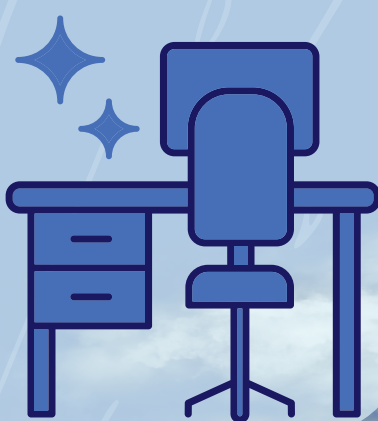


University of the Philippines Diliman Data Protection Office

SAFEGUARD YOUR DATA WITH SMART PRACTICES

Clean Desk Policy

A Clean Desk Policy doesn't mean you need to wipe down your desk every day. It means protecting important data like sensitive information and passwords. Avoid writing passwords on post-it notes and leaving them around.



Exercise caution when sharing personal information online.



It is always important to be careful about the things you share online. Personal details can sometimes be used in ways we do not expect or anticipate. Avoid suspicious inquiry and commenting your details on social media.

Data Disposal

This process ensures that sensitive information does not fall into the wrong hands.

Ex. If you have ordered online and have already received it, dispose of the details on your package properly.



Backup Data



Maintain multiple copies of backups to prevent data loss in case one backup fails. Use various backup media such as hard drives, SSDs, tapes, and cloud storage in case of power outages or hardware failures caused by severe weather.

Exercise caution before you click

Don't easily believe others pretending to help and providing links or Gmail where you can report issues with your account. Do not click the link given to you because it may lead to your Gcash/Maya or Bank Account being hacked.

