



University of the Philippines Diliman
Data Protection Office

Guarding Your Identity: Smart and Simple Ways

Bank Call Scams

Scammers often pose as bank representatives, claiming to be from the bank's customer service or fraud department. **NEVER SHARE SENSITIVE DETAILS.** Do not disclose your account number, PIN, OTP, or any other personal information over the phone.



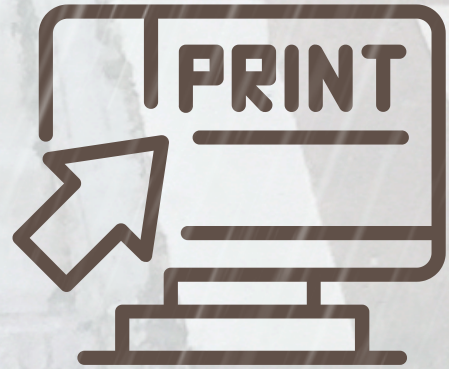
Online Job Hiring



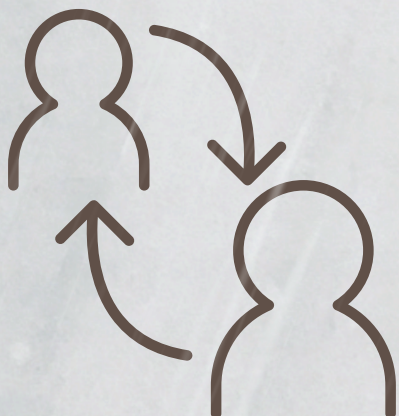
If you are looking for a part-time or full time job online, be cautious of scams. Always verify the legitimacy of the employer before sharing personal information or accepting offers. **PROTECT YOUR PERSONAL INFORMATION.**

Printing of Documents

If you are going to have your documents printed/photocopied, such as your PSA-issued Birth Certificate, Resume, ID and others with sensitive information, make sure to handle them securely and dispose any drafts or copies properly to **PROTECT YOUR PRIVACY AND PREVENT IDENTITY THEFT**



Turn Over of Work



Ensure seamless handover by instructing your colleague about the outstanding tasks and responsibilities before leaving the organization and **RETRIEVE OR REMOVE YOUR PERSONAL DETAILS FROM YOUR WORK DEVICES**