



UP DILIMAN  
DATA PROTECTION OFFICE

# ABOUT YOUR EMAILS & CHATS

## COMMON RISKS

- Fake emails or messages pretending to be official
- Sending messages to the wrong person
- Sharing sensitive info (passwords, files, photos) without permission
- Giving login info to someone else
- Random people adding you to chats or forwarding your info

## WHY IT MATTERS

- Personal info is protected by the **law (RA 10173 – Data Privacy Act)**
- Careless sharing can lead to embarrassment, misuse, or trouble
- Always ask before sharing others' info, even with trusted peers

# SECURE YOUR EMAILS & CHATS

THINK BEFORE YOU SEND



## DO

**DO** double-check recipients before sending messages or files

**DO** use privacy settings in apps, email, and cloud storage

**DO** ask friends before sharing their info

**DO** use strong passwords and enable two-factor authentication



## DON'T

**DON'T** forward sensitive info without permission

**DON'T** click suspicious links or download unknown files

**DON'T** share passwords

**DON'T** assume chats are fully private

## QUICK TIPS

- Log out from shared devices
- Regularly check app and email privacy settings
- Avoid auto-saving passwords on public devices
- Before sending anything, ask: *"Would my friend be okay if I shared this?"*

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

### SOURCES

National Privacy Commission. (2024, January 11). *Reminder on Sharing Photos and Videos Containing Personal Data*. <https://privacy.gov.ph/reminder-on-sharing-photos-and-videos-containing-personal-data/>

Respicio & Co. (2025, March 23). *Unauthorized Disclosure of Private Messages Under Data Privacy Law*. <https://www.respicio.ph/commentaries/unauthorized-disclosure-of-private-messages-under-data-privacy-law>