



UP DILIMAN
DATA PROTECTION OFFICE

ABOUT YOUR EMAILS & CHATS

COMMON RISKS

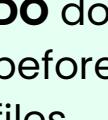
- Fake emails or messages pretending to be official
- Sending messages to the wrong person
- Sharing sensitive info (passwords, files, photos) without permission
- Giving login info to someone else
- Random people adding you to chats or forwarding your info

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

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/>