



University of the Philippines

OFFICE OF THE PRESIDENT

19 April 2021

MEMORANDUM NO. TJH 21-10

FOR : Chancellors
Vice Presidents and Secretary of the University

cc : Director Paulo G. Paje, UP ITDC

SUBJECT: Reminder on the use of UP Mail for official correspondence and data privacy and security measures in sending attachments and sharing files

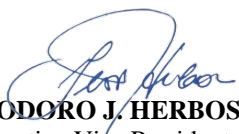
UP as a government agency is required to comply with the National Privacy Commission's [MC 2016-01](#)¹ in processing personal data. Pursuant to the said MC, the UP System previously issued a [memorandum](#)² on Data Privacy Act compliance measures. In view of these issuances, UP constituents are reminded about the compulsory use of UP mail³ for official correspondence. The two-step or multifactor authentication feature of UP mail is intended to make such communication more secure and uphold the right of data subjects. Instead of getting one-time pins (OTPs), users are encouraged to consider even more secure ways of verifying their accounts (e.g., using Google prompt⁴).

Furthermore, email attachments containing personal information must be password encrypted and the password must be sent through a separate email or where possible through a different email account (e.g., Outlook UP mail)⁵ or SMS (some encryption apps have this feature). Users may also wish to consider sending emails in confidential mode when appropriate⁶.

UP constituents may also send files/share links to each other through the Google Drive associated with their UP mail accounts. Please ensure that the shared files have the appropriate sharing settings⁷ so that only authorized persons/offices will have access to the files⁸. For files containing personal data or confidential information, these must be password protected before these are uploaded to Google Drive. Another option would be to password protect folders in Google Drive⁹. Please also be reminded that uploaded and shared files must not violate data privacy¹⁰, copyright¹¹ and other laws¹².

Kindly circulate this memorandum to all UP constituents. Please direct the proper IT offices to post this memorandum in the relevant sites (e.g. registration, learning management, privacy and other similar sites) and transmit the same via UP mail.

For your immediate compliance please.


TEODORO J. HERBOSA, M.D.
Executive Vice President
By authority of the President

¹ <https://www.privacy.gov.ph/memorandum-circulars/npc-circular-16-01-security-of-personal-data-in-government-agencies/>

² https://privacy.up.edu.ph/memos-and-issuances/MEMO_NO._TJH_2019-07A.PDF

³ See <https://itdc.up.edu.ph/uis/the-up-mail> for FAQs re UP mail.

⁴ <https://www.google.com/landing/2step/help.html>

⁵ Sec. 24, NPC MC 2016-01

⁶ <https://support.google.com/mail/answer/7674059>

⁷ https://support.google.com/drive/answer/2494822?hl=en&ref_topic=7000947

⁸ [https://itdc.up.edu.ph/about/advisories/2020%2006%2029%20\[Advisory\]%20Warning%20About%20Creating%20Public%20Google%20Groups%20and%20Files.pdf](https://itdc.up.edu.ph/about/advisories/2020%2006%2029%20[Advisory]%20Warning%20About%20Creating%20Public%20Google%20Groups%20and%20Files.pdf)

⁹ <https://websitetipsandtutorials.com/google-drive-password-protect-folder-tutorial/>

¹⁰ <https://www.officialgazette.gov.ph/2012/08/15/republic-act-no-10173/>

¹¹ <https://www.ipophil.gov.ph/intellectual-property-code-implementing-rules-and-regulations/>

¹² <https://up.edu.ph/approved-acceptable-use-policy-for-information-technology-it-resources-of-the-up-system/>