



University of the Philippines

OFFICE OF THE PRESIDENT

19 April 2021

MEMORANDUM NO. TJH 21-11

FOR : **Chancellors  
Vice Presidents and Secretary of the University**

cc : **Director Paulo G. Paje, UP ITDC**

SUBJECT : **Reminder that classes and class-related activities must be conducted using UP's learning management systems and data processing systems of UP's personal information processors (PIP)**

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The University as personal information controller<sup>1</sup> has the duty to protect the data privacy of its constituents especially its students.

Please circulate this memo to all your teaching personnel in order to remind them that classes and class-related activities must be conducted and learning materials must be made available only through the learning management and data processing system(s) of UP (e.g., UVLE) and of its personal information processors (PIP)<sup>2</sup> like Google for [GSuite](#) for Education<sup>3</sup> (e.g., UP mail, Drive, Meet), Microsoft for [Office 365](#)<sup>4</sup> (e.g., Outlook, OneDrive, Teams etc.), and [Zoom](#).

Teaching personnel are not authorized, for example, to require or compel students to use Facebook (FB) and FB messenger for classes and class-related activities as Facebook is not a PIP of the University. Facebook and FB messenger also expose users to privacy risks<sup>5</sup>. Official correspondence must be done via UP mail<sup>6</sup>.

The UP System Data Protection Officer encourages UP constituents to periodically check if their UP mail accounts and other personal information may have been involved in data breaches by using <https://havebeenpwned.com/>, a site recommended by the Philippine National Privacy Commission<sup>7</sup>. Please share this information with all your constituents to enable them to protect their right to data privacy.

The UP ITDC is directed to transmit a copy of this memo to all teaching personnel and students via UP mail.

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

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<sup>1</sup> Sec 3 (h) Data Privacy Act (DPA) <https://www.officialgazette.gov.ph/2012/08/15/republic-act-no-10173/>

<sup>2</sup> Entities with whom the University has agreements for the processing of personal information pursuant to the requirements of the DPA. See 3 (i) of the DPA.

<sup>3</sup> <https://itdc.up.edu.ph/uis/google-for-up-tools-and-services>

<sup>4</sup> <https://itdc.up.edu.ph/uis/microsoft-office-365-for-up>

<sup>5</sup> For more information about FB privacy issues you may refer to: <https://www.techrepublic.com/article/facebook-data-privacy-scandal-a-cheat-sheet/>; <https://www.nbcnews.com/tech/social-media/timeline-facebook-s-privacy-issues-its-responses-n859651>; <https://searchsecurity.techtarget.com/news/252462588/A-recent-history-of-Facebook-security-and-privacy-issues>; <https://crambler.com/truth-about-facebook-messenger-app-privacy/>; <https://www.privacy.gov.ph/2020/06/statement-of-privacy-commissioner-raymund-enriquez-liboro-on-npcs-upcoming-meet-w-facebook-regarding-impostor-accounts/>; <https://www.privacy.gov.ph/2021/04/npc-investigating-alleged-large-scale-facebook-breach>

<sup>6</sup> [https://privacy.up.edu.ph/memos-and-issuances/MEMO\\_NO.\\_TJH\\_2019-07A.PDF](https://privacy.up.edu.ph/memos-and-issuances/MEMO_NO._TJH_2019-07A.PDF)

<sup>7</sup> <https://www.privacy.gov.ph/30-ways/>