



UNIVERSITY of the PHILIPPINES

OFFICE OF THE PRESIDENT

MEMORANDUM NO. TJH 2018-03

Date: 8 February 2018

To: Chancellors
PGH Director

Subject: 8 March 2018 Deadline to Register Personal Data Processing Systems with the National Privacy Commission (NPC)

Further to my 11 August 2017 memorandum regarding the registration of your respective Data Protection Officers (DPO), while the UP Information Technology Development Center (UP ITDC) has submitted the DPO registrations it has received with the National Privacy Commission (NPC), this is to respectfully request your Data Protection Officers to kindly register online using the NPC platform: <https://register.privacy.gov.ph/Registry/PickOrganization> so that they will be able to receive the access code needed in order to register your CU's respective data processing systems.

The NPC contains the following information regarding online registration:

"We have started sending verification emails to DPOs whose Phase 1 Registration credentials have been successfully validated.

DPOs who received the email may now create their account and proceed with Phase 2 of the registration by following the instructions included therein.

In case you missed it, please search your inbox for the verification email from registry@privacy.gov.ph with subject line: "NPC Phase One Registration Verified". (You may also want to check your spam folder.)


If you have not yet received a verification email, notify us at compliancesupport@privacy.gov.ph, using the official email address you provided during the Phase 1 Registration. Please include your organization's name in the email."

We thank the CUs that have transmitted information regarding their respective DPOs and data processing systems and request that they update their submission if necessary. We reiterate our request to those who have yet to submit, to email the following information on or before 15 February 2018 to UP System DPO Atty. Marcia Ruth Gabriela P. Fernandez (dpo@up.edu.ph) and UP ITDC Director Dr. Paulo Noel G. Paje (pgpaje@up.edu.ph) to enable the UP System DPO to collate the information and include an inventory of CU data processing systems in the UP System's submission to the NPC:

- A. Name and contact details of the Personal Information Controller (PIC) or Personal Information Processor (PIP), head of agency or organization, and DPO (Please provide updates if any);
- B. Purpose or mandate of the government agency or private entity (We will cite the UP Charter);
- C. Identification of all existing policies relating to data governance, data privacy, and information security, and other documents that provide a general description of privacy and security measures for data protection;
- D. Attestation regarding certifications attained by the PIC or PIP, including its relevant personnel, that are related to personal data processing;
- E. Brief description of data processing system or systems:
 - a. name of the system;
 - b. purpose or purposes of the processing;
 - c. whether processing is being done as a PIC, PIP, or both;
 - d. whether the system is outsourced or subcontracted, and if so, the name and contact details of the PIP;
 - e. description of the category or categories of data subjects, and their personal data or categories thereof;
 - f. recipients or categories of recipients to whom the personal data might be disclosed; and
 - g. whether personal data is transferred outside of the Philippines;
- F. Notification regarding any automated decision-making operation.

The UP System DPO will also follow up with your respective Data Protection Officers and provide any updates from the NPC via email regarding the above.

Thank you for your cooperation.


TEODORO J. HERBOSA, MD
Executive Vice President