UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

UST:S-006
AY 2018-2019

TO: PERSONAL INFORMATION CONTROLLERS OF ... PROCESSING SYSTEMS

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: REQUISITES FOR THE SECOND PHASE OF DPPO REGISTRATION ... GUIDELINES

DATE: 22 JANUARY 2019

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As discussed during the public consultation on UST's Policies on Privacy and Disclosure of Personal Information on Thursday, 17 January ... pertinent information relative to the following questions for each of the Data Processing ... Committee registration process, concerning the Data Processing Systems you currently manage:

Name of Data Processing System (DPS)	
Purpose and Description	
Managed as	☐ PIC ☐ PIP ☐ both
Type of DPS	☐ manual/paper-based ☐ electronic ☐ both
Is the system subcontracted / outsourced?	☐ Yes ☐ No
Will personal information be transferred outside of the Philippines?	
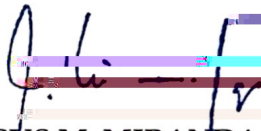
We ... appreciate receiving your responses ... questions on or before Tuesday, 29 January 2019, via ... @ust.edu.ph.

Concerning Data Processing Systems managed by a group in instances (i.e. Dean's Media), a common information must ... representing ... concerned group.

Further, as discussed, the operational guidelines of your respective Utility Offices,
Systems may already be prepared and aligned with the subsections of *Section 5*
Processing of Personal Data of the USLS Policies on Privacy and Disclosure of
Personal Information, namely: a) collection of Personal Data, b) this e) storage, f)
storage, retention and destruction, d) or access, and e) disclosure and sharing of
Personal Data.

In the process of *finalizing* your *operational guidelines*, let us be particular by
referring to the attached guide questions derived from the Revised Data. The use of
the Privacy Impact Assessment (PIA) of the National Privacy Commission (NPC). As
Personal Data Controllers of the Data Privacy Systems of your respective Utility Offices,
you are responsible to conduct an assessment possible risks, existing, and what to do
in preparation for the future visit of NPC and Data Privacy.

Thank you.

FR. JESUS M. MIRANDA, JR., O.R., C.L.
Secretary - General

Examples of Personal Data include *full name, address, gender, phone number, etc.* while examples of Sensitive Personal Information include *race, ethnicity, marital status, health, genetic, government issued numbers, etc.* These Personal Information follow a data life cycle, from collection to disposal.

In the process of preparing the specific guidelines on data processing in relation to the Personal Information gathered in your respective Offices / Units, please consider the following **GUIDE QUESTIONS** in each stage of the data life cycles of the applicable data subjects:

DATA FLOW	Guide Questions per stage of the Data life cycle				OPERATIONAL GUIDELINES FOR YOUR RESPECTIVE UNITS
COLLECTION	1.1 State who collected or will be collecting the personal information and sensitive personal information	1.2 How is the personal information/sensitive personal information collected and from whom was it collected?	1.3 What is(are) the purpose(s) of collecting the personal data?	1.4 How was or will the consent be obtained?	
STORAGE	2.1 Where is it currently being stored?	2.2	2.3 Is the storage of data amassing records		

| | | server or in the cloud? | specify what country or countries. | house or is it handled by a service provider |

| 3 | USAGE | 3.1 How will the data be used or what is the purpose of its processing? | | |

| 4 | RETENTION | 4.2 Are the data retained by the organisation or are they being outsourced? | | |

		Specify the reason(s)		
5	DISCLOSURE /SHARING	5.1 To whom it is being disclosed to?	5.2 Is it being disclosed outside the organisation? Why is it being disclosed? » Specify the personal info which is being shared outside the ... » ... other persons for disclosing the personal information	
6	DISPOSAL / DESTRUCTION	6.1 How will the data be disposed? » Describe the process of disposing the personal information	6.2 Who will facilitate the destruction of the data? » staff of the process being managed in-house or outsourced to a third party	