



University of the Philippines Diliman
Data Protection Office

privacy.upd.edu.ph

dpo.updiliman@up.edu.ph

(632) 8255-3561

DATE : November 28, 2023

FOR : Deans, Directors, Heads of Units, and Privacy Focal Persons

SUBJECT : **Mandatory Display of the National Privacy Commission (NPC) Seal of Registration**

Greetings from the Diliman Data Protection Office (DPO)!

We are writing to your good office to ensure compliance with the NPC Advisory and Circular mandating the display of the NPC Seal of Registration in the place of business of the University and its official websites.

As indicated in the NPC Public Advisory and NPC Circular No. 2022-04 entitled Registration of Personal Data Processing System, Notification Regarding Automated Decision-making or Profiling, Designation of Data Protection Officer, and the National Privacy Commission Seal of Registration:

Physical Presence

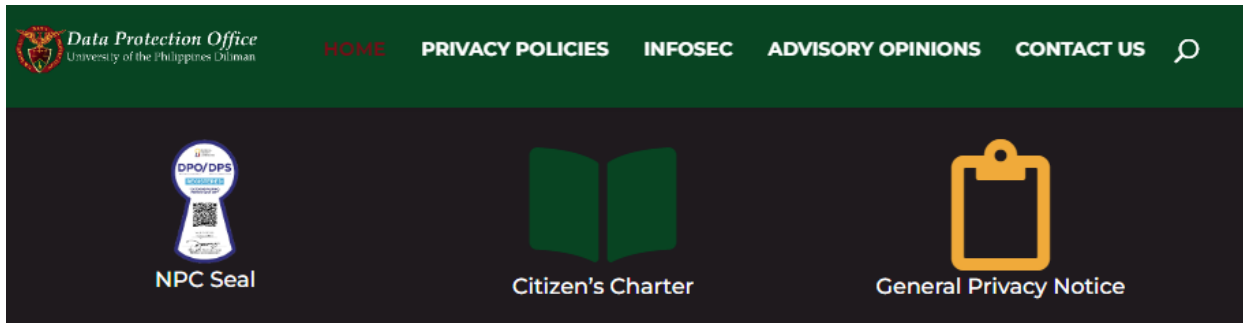
Please print out a colored copy of the NPC Seal of Registration (refer to the attached PDF file) and prominently display it at the main entrance of the office or in the most conspicuous location to ensure visibility to all data subjects.

Online Presence

The NPC Seal of Registration (refer to the attached PNG file) should also be visible to website visitors by prominently displaying it on your office's official website. Below, for your reference, is a suggested layout, as displayed in our office's portal, <https://privacy.upd.edu.ph>:

Privacy and Confidentiality

This message, its thread, and any attachments are private and confidential. Except for the legitimate purpose of this message, no part of this message or identity of a person may be disclosed, reproduced or exhibited in any form or manner without the consent of the sender. In case of wrongful receipt of or unauthorized access to this message, please immediately inform the sender and permanently delete all wrongfully received copies. Your access to this message subjects you to the [UP Diliman Message and Communication Policy](#) and relevant data privacy regulations.



The NPC emphasizes the importance of adherence to the above guidelines and failure to comply may result in sanctions and penalties such as revocation of the certificate of registration, administrative fines, and issuance of a cease and desist order.

To ensure compliance, we kindly request the submission to privacy.updiliman@up.edu.ph the following documents **on or before 01 December 2023**:

- A photo of the NPC Seal of Registration displayed at the main entrance of the office or at the most conspicuous place
- A photo or screenshot of the NPC Seal of Registration displayed on your official website.

We appreciate your kind cooperation and support in promoting a culture of data privacy and protection in our University. Should you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Atty. Regine P. Estillo-Gonda
Data Protection Officer
UP Diliman Data Protection Office

Privacy and Confidentiality

This message, its thread, and any attachments are private and confidential. Except for the legitimate purpose of this message, no part of this message or identity of a person may be disclosed, reproduced or exhibited in any form or manner without the consent of the sender. In case of wrongful receipt of or unauthorized access to this message, please immediately inform the sender and permanently delete all wrongfully received copies. Your access to this message subjects you to the [UP Diliman Message and Communication Policy](#) and relevant data privacy regulations.



DPO/DPS

DATA PROTECTION OFFICER

DATA PROCESSING SYSTEM

REGISTERED

**"DATOS NG PILIPINO,
PROTEKTADO KO!"**



VALIDITY PERIOD:

15 August 2024

A handwritten signature in black ink, reading "J. Naga", positioned above a horizontal line.

Atty. John Henry D. Naga
PRIVACY COMMISSIONER