

**PRIVACY NOTICE FOR UNIVERSITY OF THE PHILIPPINES
PERSONNEL HEALTH CHECKLIST FOR COVID 19**

The University of the Philippines (UP) is committed to uphold data privacy rights and to comply with the Philippine Data Privacy Act of 2012 (DPA) <http://www.officialgazette.gov.ph/2012/08/15/republic-act-no-10173/>.

The term *UP/University/our/ we* in this notice refers to the relevant University of the Philippines System and Constituent University (CU) offices.

The term *you/your* applies to an individual whose personal information is processed by UP.

This notice explains the purposes and legal bases for the processing of personal information for COVID 19 response activities that UP collects through electronic and paper based forms.

Before UP personnel are allowed to physically report back to work we will require the submission of the following information through a Google form sent to each personnel's UP mail account or in case personnel have no UP mail account or no internet access an equivalent paper based form for the following purposes:

| INFORMATION/PERSONAL INFORMATION | PURPOSE |
|---|--|
| Date of accomplishment of form | To see to it that the form was accomplished within a reasonable period of time prior to the date when the individual will physically report back to work |
| Full name, position title and classification, office /unit, | Verifying identity; in case individual is symptomatic and is with the UP System Administration this will enable the head of unit to prepare the proper referral to the UP Health Service |
| Home address | For identifying those who live in high risk areas; contacting next of kin in the case of any emergency and for contact tracing |
| Sex, Age | Verifying identity and identifying those at greater risk for COVID (if female and pregnant or 60 and above should be permitted to work from home or other alternative work arrangements |

| | |
|--|--|
| Comorbidities | To enable the UP to identify those who should be allowed to work from home or other alternative work arrangements |
| COVID 19 symptoms with history of close contact with probable or confirmed COVID 19 case, relevant history of travel to areas with COVID cases of community transmission | To enable the UP to identify those who shall not be allowed to report for work and will be advised to consult primary health care facility and/or make the proper telehealth consultation In the case of UPSA personnel they will be referred to the UP Health Service by their head of unit |
| Contact with a person(s) with flu symptoms but asymptomatic , travel history (specific places in ECQ areas, outside the Philippines) and inclusive dates | For contact tracing and monitoring in the event the person tests positive for COVID |
| Certificate of Quarantine Completion | To enable UP to allow those with COVID 19 symptoms (suspect probable and confirmed) and with relevant history of travel or exposure to allow those who have completed quarantine pursuant to the latest DOH guidelines to physically return to work. |
| Date of intended return to work of asymptomatic personnel | To enable UP to prepare the schedules of those who are part of the skeletal work force |

UP is required by existing laws such as RA 11469 (Bayanihan to Heal as One Act) and RA 1132 (Law On Reporting of Communicable Diseases) to process health and other personal information in order to conduct COVID response activities pursuant to the issuances of public authorities and public health authorities and has a legitimate interest in seeing to it that members of the University community and the public who are within UP's campuses, its buildings and surrounding premises are safe and secure. The DPA also allows personal information to be processed when the same is necessary for public order and safety, to enable public authorities to perform their functions or mandate and to uphold the vitally important interests of data subjects including life and health.

UP will disclose your personal information to the proper public authorities in order to comply with RA 11332 or the Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act

Be assured UP will disclose your information only as allowed by applicable laws and regulations.

UP has put in place reasonable and appropriate measures to see to it that your personal information will be processed in compliance with the DPA as well as applicable laws and only by duly authorized personnel. Your information will likewise be securely retained or stored only as allowed by the DPA and other applicable laws and issuances.

ACCESS TO AND CORRECTION OF YOUR PERSONAL AND SENSITIVE PERSONAL INFORMATION AND YOUR RIGHTS UNDER THE DPA

You have the right to access personal and sensitive personal information being processed by UP about you. In order for UP to see to it that your personal and sensitive personal information are disclosed only to you, these offices will require the presentation of your UP ID or other documents that will enable UP to verify your identity. In case you process or request documents through a representative, in order to protect your privacy, UP requires you to provide a letter of authorization specifying the purpose for the request of documents or the processing of information, and your UP ID or other valid government-issued ID (GIID), as well as the valid GIID of your representative.

UP requires you to provide correct information. Providing false information in the case for example of public health emergencies may be a violation of RA 11332. Please update your contact information in case the same is needed for contact tracing.

Aside from the right to access and correct your personal data, you have the following rights subject to the conditions and limitations provided under the DPA and other applicable laws and regulations:

- a. The right to be informed about the processing of your personal data through this and other applicable privacy notices.
- b. The right to object to the processing of your personal data, to suspend, withdraw or order the blocking, removal or destruction thereof from our filing system. Kindly note however that, as mentioned above, there are various instances when the processing of personal data you have provided is necessary for us to comply with statutory and regulatory requirements, or is processed using a lawful basis other than consent.
- c. The right to receive, pursuant to a valid decision, damages due to the inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal data, taking into account any violation of your rights and freedoms as a data subject and
- d. The right to lodge a complaint before the National Privacy Commission provided that you first exhaust administrative remedies by filing a request with the proper offices or a complaint with the proper DPO through the email address indicated below regarding the processing of your information, or the handling of your requests for access, correction, blocking of the processing of your personal data and the like.

We encourage you to visit this site from time to time to see any further updates regarding this privacy notice. We will alert you regarding changes to this notice through this site.

For Data Privacy queries or concerns regarding the processing of personal information collected by UP Constituent University offices you may contact the appropriate UP CU Data Protection Officer through the following:

- a. Via post
- b. Through the following landlines
- c. Through email

For queries, concerns, comments or suggestions regarding this System-wide privacy notice as well as data privacy queries or concerns relating to the processing of personal information collected by security personnel of UP System offices please contact the University of the Philippines System Data Protection Officer through the following:

- a. Via post

c/o the Office of the President
2F North Wing Quezon Hall
(Admin Building) University Avenue,
UP Diliman, Quezon City 1101
Philippines

- b. Through the following landlines

Phone | (632) 89280110; (632) 89818500 loc. 2521

- c. Through email

dpo@up.edu.ph