The UDPO

The University Data Protection Office (UDPO) is a unit under the Office of the President responsible for ensuring the compliance by the Ateneo de Manila University—including its various offices and personnel—with Republic Act No. 10173, also known as the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations (IRR), issuances by the National Privacy Commission (NPC), and other applicable privacy and data protection laws and policies.

Its full range of functions may be classified into four distinct categories: (1) compliance; (2) capacity-building; (3) inquiry and document support; and (4) incident management and complaint resolution.

It currently has six staff members, led by the University’s Data Protection Officer (DPO), who carries the rank of Director. He is assisted by the Deputy DPO, three Compliance Officers for Privacy (COP), and 1 Research and Administrative Assistant.

This Report highlights the Office’s work output during its first two (2) years of operations (August 2017 - July 2019).
The UDPO develops policies and advisories that relate to or impact data protection. It also provides inputs in the crafting and review of other University policies, in order to build the capacity of the University in complying with all applicable data protection laws.

**Policies**

- UDPO Inquiry Processing Policy
  - 11 Jun 2018
- ADMU Security Incident Management Policy
  - 3 May 2019

**Advisories**

- **18-01**
  - Email Use and Data Protection
  - 23 Apr 2018
- **18-02**
  - Mailing Lists and Data Protection
  - 16 May 2018
- **18-03**
  - Developing Privacy Policies
  - 16 Aug 2018
- **18-04**
  - Access to or Sharing of Personal Data within the University
  - 16 Aug 2018
- **18-05**
  - Obtaining Consent in Relation to Data Processing
  - 20 Nov 2018
- **19-01**
  - Upholding Data Subject Rights
  - 27 May 2019
KEY DOCUMENTARY OUTPUTS

- 90 Website Articles
- 30 News Summaries (i.e., Eagle Scout)
- 9 Consent Forms (main)
- 6 Advisories
- 5 Privacy Notices (main)
- 3 Opinions
- 3 Contract Templates
- 2 Annual Security Incident Reports
- 2 Policies

Dec 2017
The UDPO addresses queries from various stakeholders on matters that involve data processing systems of the University, or personal data under the control or custody of the University.

**Aug 2017 - Jul 2019**

- Central Administration: 60
- Basic Education: 29
- Loyola Schools: 26
- Professional Schools: 15
- Others/External: 24
- Total: 98

**Timeline:**
- 2nd Technical Assistant is hired. Jan 2018

**Years:**
- 2017: 10 4 14 3 3 5 10
- 2018: 24 17 18 5 5 26 52
- 2019: 32 8 7 10

**Notes:**
- 10
- 4
- 14
- 3
- 3
- 5
- 5
- 26
- 5
- 32
- 8
- 7
The UDPO reviews documents issued or executed by the University that may have implications on privacy or data protection. They include policies, contracts, assorted forms and other documents.

Aug 2017 - Jul 2019
- Central Administration: 102
- Basic Education: 25
- Loyola Schools: 2
- Professional Schools: 2
- Others/External: 79

2017
- Central Administration: 10
- Basic Education: 3

2018
- Central Administration: 41
- Basic Education: 20
- Loyola Schools: 2
- Professional Schools: 26

2019
- Central Administration: 23
- Basic Education: 1
- Other/External: 8

ATENEO DE MANILA UNIVERSITY
UNIVERSITY DATA PROTECTION OFFICE
<table>
<thead>
<tr>
<th>Type of Document</th>
<th>Count</th>
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<tr>
<td>Other contracts</td>
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<td>Data protection covenants</td>
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</table>
The UDPO attends various events that relate to or which involve privacy or data protection issues and concerns. They include forums, orientations, consultations, meetings, and other occasions where UDPO staff serve as resource persons or facilitators.
UDPO becomes a permanent office.

Jun 2019

TOTAL NUMBER OF ENGAGEMENTS

617

6 OFFICES
WITH MOST NUMBER OF ENGAGEMENTS

CA Information Technology Resource Management Office
CA Office of Human Resource Management and Organizational Development
LS Office of Placement and Career Services
LS Office of the Registrar
LS Institute of Philippine Culture
LS Office for Student Concern and Involvement
Others

ATENEO DE MANILA UNIVERSITY
UNIVERSITY DATA PROTECTION OFFICE
STAFF

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Jam Jacob
Director

Gie Dela Cruz
Technical Assistant
Jan 2018 - May 2019

Jasmine Lopez
Administrative Assistant
Sep 2017 - Jul 2018

Ysh Mendoza
Research & Administrative Assistant
Dec 2018 - May 2019

Lianne Bacorro
Deputy Director

Roxanne Lopez
Administrative Assistant

Shari Datu Tambuyung
Compliance Officer for Privacy

Kathleen Benavidez
Compliance Officer for Privacy

Chen Argote
Research & Administrative Assistant

Roz Ayson
Compliance Officer for Privacy

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