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**CSW FORM**

**A. Proponent Office: UNIVERSITY DATA PROTECTION OFFICE (UDPO)**

**B. Action Requested:**  
 - To be submitted for review and approval of the members of the Board of Regents of the University

**C. Rationale / Background of Information**

This Data Privacy is in compliance with RA 10173 or the Data Privacy Act of 2012, which protects individuals from unauthorized processing of personal information that is not publicly available, and identifiable, where the identity of the individual is apparent either through direct attribution or when put together with other available information.

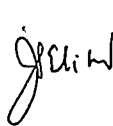
The USM Data Privacy Manual provides mechanisms for the protection of personal data gathered from USM employees and students, parents or guardians or third parties from collection to destruction, as stipulated in the DPA.

**D. Supporting Documents**

- Academic Council /Administrative Council
- DBM/CSE/COA Circular
- CMO
- Certification/Justification
- BOR Resolution
- BAC Resolution
- Others (Pls. specify)

**E. Proposed Resolution for BOR/BOT Action**

**Resolution No. \_\_\_\_\_ s. 2020**  
**Approving the USM Data Privacy Manual in compliance with RA 10173 and subject to review after one (1) year of implementation.**

F. Recommending Approval		
OFFICE	SIGNATURE	REMARKS
UNIVERSITY DATA PROTECTION OFFICE		

Plan and Documents

Certification

# EXECUTIVE BRIEF

**Subject /Title**  
(define the issue or problem)

Proposed USM DATA PRIVACY MANUAL

**Background**

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The USM Data Privacy Manual provides mechanisms for the protection of personal data gathered from USM employees and students, parents or guardians or third parties from collection to destruction, as stipulated in the DPA.

**Legal Basis**  
(authority of the Board to act)

REPUBLIC ACT NO 10173 or the DATA PRIVACY ACT OF 2012

An act protecting individual personal information in information and communications systems in the government and the private sector, creating for this purpose a national privacy commission, and for other purposes

**Endorsements**  
(BAC, PSB, Councils)

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**Alternatives**  
(advantages or disadvantages)

The Data Privacy Manual is one of the measures of an agency's compliance with the Data Privacy Act of 2012. It ensures that USM informs its personnel and students of the policies and measures that guarantee the safety and security of personal data under its custody. It encapsulates data privacy protocols that need to be carried out within USM to protect personal data collected for specific purposes.

**Recommendation**  
(justify preference)

The establishment of a Data Privacy Manual is in compliance with RA 10173 or the Data Privacy Act of 2012, thus, its approval and adoption is recommended.

**Implementation**  
(plan and documents)

For this purpose a national privacy commission and for other purposes

**Certification**

(advantages or disadvantages)

The Data Privacy Manual is one of the measures of an agency's compliance with the Data Privacy Act of 2012. It ensures that USM informs its personnel and students of the policies and measures that guarantee the safety and security of personal data under its custody. It encapsulates data privacy protocols that need to be carried out within USM to protect personal data collected for specific purposes.

Decision

The establishment of a Data Privacy Manual is in compliance with RA 10173 or the Data Privacy Act of 2012, thus, its approval and adoption is recommended.