

**UNIVERSITY OF THE PHILIPPINES MANILA
TECHNOLOGY TRANSFER AND BUSINESS DEVELOPMENT OFFICE**

In recognition of the constitutional and inherent right of people to privacy, the University of the Philippines Manila Technology Transfer and Business Development Office (“UPM TTBD0”), a unit of the University of the Philippines Manila (“UP Manila”), advances its commitment to protect and uphold the privacy of personal information through this UP Manila TTBD0 Privacy Policy for Clients and Customers.

This Policy is a derivative of and subject to the UP Privacy Policy at <https://privacy.up.edu.ph/>

I. Who are covered by this policy?

This policy governs UPM TTBD0 Clients and Customers whose personal information, sensitive personal information, and privileged information (“personal data”) are processed by UPM TTBD0.

II. Why are personal data processed?

UPM TTBD0 processes personal data for the following purposes:

- 1) Perform its obligations, exercise its rights, and conduct its associated functions as a unit of UP Manila, a constituent university (CU) of the University of the Philippines which is:
 - a. an instrumentality of the government;
 - b. a higher education institution and the national university;
 - c. a juridical entity with its own rights, interests and internal and external affairs.
- 2) Conduct all acts reasonably foreseeable from and customarily performed by similar bodies.

III. What personal data are processed?

UPM TTBD0 processes personal data of Clients and Customers including but not limited to:

- Personal details such as name, birth date, gender, civil status, and affiliations;
- Contact information such as address, email, mobile, and telephone numbers;
- Academic information such as grades, course, and academic standing;
- Employment information such as government-issued numbers, position, and functions;

- Medical information such as physical, psychiatric, and psychological information.

UPM TTBD0 processes personal data of Clients and Customers necessary for the following purposes (the “Purposes”):

- (1) Processing of Personal Data of clients and customers compatible with a declared and specified purpose which must not be contrary to law, morals, or public policy wherein there is transparency in obtaining consent and proportionality in processing data.
- (2) Application and verification purposes;
- (3) Records and account creation, update and maintenance purposes;
- (4) Security and community affairs purposes; and
- (5) Purposes necessary for UPM TTBD0 to perform its obligations, exercise its rights, and conduct its associated functions as a unit of a higher education institution, an instrumentality of the government, and as a juridical entity with its own rights, interests and internal and external affairs.

IV. How does the UPM TTBD0 process personal data and how long are personal data retained?

UPM TTBD0 processes and retains Personal Data as necessary for the Purposes in accordance with:

- (1) The Data Privacy Act of 2012, National Archives of the Philippines Act of 2007 and their Implementing Rules and Regulations;
- (2) Policies, guidelines, and rules of the UP System and UP Manila on data privacy, research and ethical codes of conduct; and
- (3) Executive and regulatory issuances such as those on Freedom of Information.

V. Where are personal data stored and how are these transmitted?

Personal Data are stored in physical and electronic “Data Processing Systems” of UPM TTBD0 as defined under National Privacy Commission Circular No. 17-01. Personal Data are transmitted in accordance with Chapter III of the Data Privacy Act of 2012 and Rule V of its Implementing Rules and Regulations.

VI. What are the rights and responsibilities of Clients and Customers?

ACCESS TO AND CORRECTION OF YOUR PERSONAL DATA AND YOUR RIGHTS UNDER THE DPA

You have the right to access personal data being processed by UPM TTBD0 about you. You may access your personal data, for instance, where applicable through the units online processing systems or portals or request documents from relevant offices (e.g. DIBS, the relevant units of UPM TTBD0, etc).

In order for UPM TTBD0 to see to it that your personal data is disclosed only to you or when you exercise any of your data privacy rights (see your other data privacy rights below), the relevant unit or personnel processing your personal data will require the presentation of your valid government-issued IDs (GIID), and documents that will enable such office to verify your identity.

In case you request documents or exercise your data privacy rights through a representative, in order to protect your privacy, such relevant unit or personnel processing your personal data will require you to provide a letter of authorization specifying the purpose for the request of documents or the processing of information or the right(s) you wish to exercise and the data processing system(s) or application(s) to which your request refers and valid GIIDs, as well as the valid GIID of your representative and such other documents that may be used in order to verify your respective identities and the basis/es for the exercise of your data privacy rights as provided under Sec. 18 of the UP System Data Privacy Manual.

If your information needs to be corrected please follow the instructions found in the relevant website or kindly get in touch with the assigned unit or personnel. 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, for example, 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. Please note however that (as mentioned above) there are various instances when the processing of personal data you have provided to us is necessary for us to comply with UP's mandate, 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, considering 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 UP Manila Data Protection Officer (DPO) 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.

VII. Effectivity

This privacy notice is made in order for UP to comply with the privacy notice requirements in NPC MC 2023-4.

We encourage you to visit the UP Privacy site <https://privacy.up.edu.ph/> and we will alert you regarding changes to this notice through this site.

VIII. Data Protection Officer

For data protection concerns or to report privacy incidents, please contact the UP Manila Data Protection Office through the following:

Post: 3/F Information Technology Center, Joaquin Gonzales Compound, University of the Philippines Manila, Padre Faura St., Ermita, Manila
Landline: +63 (2) 509-1003; (PGH) 554-8400
Email: dpo.upmanila@up.edu.ph

For queries, comments or suggestions regarding this privacy notice, as well as data privacy queries or concerns of clients and customer regarding the processing of their personal data, please contact the UP Manila Technology Transfer and Business Development Office through the following:

Post: 2/F UP Manila Main Building, Joaquin Gonzales Compound, University of the Philippines Manila, Padre Faura Street, Ermita, Manila, 1000
Landline: (02) 88141 293
Email: ttbdo.upm@up.edu.ph