University of the Philippines Diliman
FAQs in filling out the PIA Questionnaire
Frequently Asked Questions (FAQs) in accomplishing the Privacy Impact Assessment (PIA) Questionnaire

In compliance with National Privacy Commission Advisory No. 2017-03, all **Privacy Focal Persons** in UP Diliman appointed under Office of the Chancellor Memorandum No. MLT-18-135 are requested to conduct a Privacy Impact Assessment (PIA) of their UP Diliman academic unit or administrative office by accomplishing the UP Diliman PIA Questionnaire which is attached in the email sent with this document.

What is a Privacy Impact Assessment (PIA)?

A Privacy Impact Assessment (PIA) is the self-assessment that the National Privacy Commission mandated for personal information controllers such as UP Diliman. The objectives of the PIA are to determine how an organization processes personal information, identify the privacy risks, and manage these risks. The PIA identifies, keeps track, and evaluates the various stages of personal data processing to identify and remediate gaps in its Data Life Cycle.

Questionnaire which is divided into three (3) spreadsheets: Documents, Policies and Data Processing Systems.

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1. List down all Documents managed your UPD unit.

   "Documents" are form, template, record, list, table, report, issuance, invoice, receipt or other documents that contain personal information of individuals. Examples are enrollment forms, class lists, request forms, approval forms, vouchers, etc.

2. For each document, identify information on the *processing* of the concerned document (inbound, outbound, storage, final status).

3. For each document, identify *data privacy* information in the concerned document (personal information, sensitive information, disclosures, excessiveness).

   a. *Personal information* are any information that can be used to ascertain the identity of an individual. Examples are name, student number, age, contact information, etc.

   b. *Sensitive information* are those information which may cause material damage if misused. Examples are educational information, health information, financial information, etc.

4. Still in the Documents spreadsheet, tell us if you need data privacy help by identifying problems in the concerned document (security, useless steps in processing, risks in processing, etc.).

   a. *Processing* refers to any act done in the document, including accomplishing, receiving, storing, transferring using, disclosing, sharing or destroying the information in the document or the document itself.

5. Tell us your suggestions, if any, on how to improve the concerned document.

Do not hesitate to consult relevant people in your unit to identify and understand the documents used by your unit.

How do I accompl

1. In the Policies spreadsheet, list down the title of all the Policies in your UPD units which relates to data governance, data privacy or information security.

   For this purpose, policies includes approved rules, regulations, procedures, guidelines, manual, memo, circular or order in your UPD unit.

2. For each policy, write down the involved UPD units whom are required to follow and those having jurisdiction or authority in cases of violation.

3. Still in the Policies spreadsheet, tell us if you need data privacy help by identifying matters or items that need to be included or revised to improve data privacy.

4. Tell us your suggestions, if any, on what other policies we should create.

1. In the Data Processing Systems spreadsheet, list down the name of the Data Processing Systems your unit or sub-unit use.

   Data Processing Systems refers to either computerized system or physical