

# UNIVERSITY OF THE PHILIPPINES SYSTEM OFFICE OF ALUMNI RELATIONS ALUMNI UPDATE FORM

\_\_\_\_\_  
Surname                      Given Name                      Middle Name

Name when you graduated from U.P. (Leave this blank if there are no changes in your name).

\_\_\_\_\_  
Surname                      Given Name                      Middle Name

\_\_\_\_\_  
Nickname    Citizenship    Civil Status (*Optional*)

\_\_\_\_\_  
Date of Birth (mm/dd/yy)    Place of Birth

\_\_\_\_\_  
Name of Spouse / Significant Other (*Optional*)

I agree to be contacted by the UP System Office of Alumni Relations (  ) and/or the UPAA (  ) via [please check (  ) what is applicable]

1.)

\_\_\_\_\_  
[  ] Mailing Address    [  ] Home Phone (Landline/s)

\_\_\_\_\_  
[  ] Mobile Phone: \_\_\_\_\_                      [  ] Personal Email: \_\_\_\_\_

2.)

\_\_\_\_\_  
[  ] Office/Business Address    Title/Position/Designation

\_\_\_\_\_  
[  ] Tel Nos.: \_\_\_\_\_                      [  ] Office Email: \_\_\_\_\_

Your alumnus credentials:

U.P. Degree/Diploma/Certificate/Units earned	College or Unit	Year Graduated or Years Attended U.P. *	Honors/recognition received, membership in honor society, if any

\_\_\_\_\_

U.P. Student number. If you do not have a UP Student number or cannot recall it please indicate the names of at least three (3) of your U.P. teachers and the courses you took under them

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Area(s) of Specialization/Expertise/Industry \_\_\_\_\_

Please check if you are applying for a UP alumni email address @alum.up.edu.ph [  ]

For UPAA Membership and UPAA ID, please contact the UPAA at [upalumniasso@gmail.com](mailto:upalumniasso@gmail.com)

This is to confirm that:

1. The information I provided above are true and correct
2. I have read the privacy notices of UPS OAR. (See succeeding pages) I agree to visit the UPS OAR website in order to be apprised of any updates to these privacy notices.
3. I consent to the processing of my personal and sensitive personal information by the UPS OAR pursuant to the above mentioned privacy notices and for the following purposes, to:
  - a. verify my identity and prevent identity fraud
  - b. verify that I am a UP Alumnus
  - c. create/ update my UPS OAR alumni record
  - d. contact me in the manner that I have indicated above for the updating of my personal and sensitive personal information, in relation to news and events about UP alumni events, to transmit UP Alumni publications and messages, opportunities for making donations to UP in cash or through service/volunteer work.
  - e. provide me with services such as access to facilities, alumni email ( @alum.up.edu.ph );
  - f. administrative and other records keeping purposes; and
  - g. for such other purposes that would enable UPS OAR to carry out their respective mandates pursuant to the UPAA bylaws and the provisions of the University of the Philippines Charter RA 9500.

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Signature over printed name

Date: \_\_\_\_\_

## UNIVERSITY OF THE PHILIPPINES SYSTEM (UP) PRIVACY NOTICE FOR ALUMNI

Republic Act 9500 requires the University of the Philippines to uphold the principle of democratic governance by, among others, providing that the alumni be represented in the Board of Regents by the President of the University of the Philippines Alumni Association (UPAA) and organizing public fora to enable the alumni to discuss non-academic issues affecting Philippine society. See [https://osu.up.edu.ph/wp-content/uploads/2014/05/RA-9500-UP-CHARTER\\_1.pdf](https://osu.up.edu.ph/wp-content/uploads/2014/05/RA-9500-UP-CHARTER_1.pdf). In order to comply with the Charter the University must therefore necessarily process the personal and sensitive personal information of its alumni.

The University is committed to uphold the Philippine Data Privacy Act of 2012 (DPA) in the course of processing such information. <http://www.officialgazette.gov.ph/2012/08/15/republic-act-no-10173/>

This notice explains in general terms, the purpose and legal basis for the processing of such personal information collected by UP from alumni like you, the measures in place to protect your data privacy and the rights that you may exercise in relation to such information.

The term UP/University/us/our refers to the University of the Philippines System and Constituent University offices.

The term you/your refers to alumni who obtained a degree from, or were awarded a certificate by, the University of the Philippines as well as the regular members of the University of the Philippines Alumni Association who include those who are former regular students of the University having earned at least sixty (60) academic units and not having been dismissed for misconduct or scholastic deficiency (Art. IV a, Amended By Laws of the UP Alumni Association ). See <http://www.upalumni.ph/amended-by-laws-of-the-university-of-the-philippines-alumni-association-inc-as-of-june-26-2010/>

### **PERSONAL INFORMATION COLLECTED FROM ALUMNI, THE PURPOSE AND LEGAL BASIS FOR COLLECTING THE INFORMATION**

Various UP offices as well as the UPAA collect your personal information through paper based and online processing systems. Some applications require you to provide a photograph. In some instances, your image may be captured by UP's CCTV cameras when you file paper based applications.

In the case of alumni who earned a degree or certificate from the University, you provided personal information in the course of your enrollment and when you subsequently applied for graduation.

For all those who are UPAA regular members by virtue of their previous enrollment as regular students in the University as mentioned above, the relevant Office of the University Registrar archives your student records and provides information to the UP Office of Alumni Relations when your application form is transmitted by the UPAA to the UPS OAR and the latter requests that your information be verified in connection with your UPAA application and/or or your application for a UP alumni email address.

Personal information found in the application and other related forms of the UPAA that require you to provide express consent for the processing of your information are transmitted to and processed by the UP System Office of Alumni Relations and/or the relevant University Registrars.

Your name, contact details, information about your U.P. education including your student number or information are used to verify your identity and prevent identity fraud, create or update your UP OAR alumni record and UPAA membership record and provide you with a UPAA ID as well as services e.g. UP alumni email.

Information about your UP education e.g. degree or certificate obtained or number of units earned, scholastic standing, disciplinary record are used to determine whether you are qualified to be a regular member of the University of the Philippines Alumni Association pursuant to its Amended By Laws so that the University will be able to inform the UPAA if you are entitled as a matter of right to vote and/or be voted upon during the UPAA elections and may also be used to determine whether you are qualified to receive awards from the University and/or UPAA.

Your address(es) email and telephone or cellular phone numbers are used in order to contact you in the manner that you have indicated in your UPS OAR record and/or UPAA membership application/renewal, for the purpose of informing you of University alumni and/or UPAA events or news about UP, to transmit UP and/or UPAA publications and messages , opportunities for making donations to UP in cash or through services/volunteer work, relaying messages from other UPAA members.

Health information in the form of dietary restrictions, allergies, disabilities etc may be provided by UPS OAR and/or UPAA to service providers in the course of organizing events.

The abovementioned personal and sensitive personal information may also be used by UP and/or the UPAA for providing you with other services such as access to University e.g. library, health services, or UPAA facilities and for such other purposes that would enable UPAA and UPS OAR to carry out their respective mandates pursuant to the UPAA bylaws and the provisions of the University of the Philippines Charter RA 9500.

UP does not process your personal information to carry out any wholly automated decision making that affects you.

When consent is the appropriate or relevant basis for collecting your personal information, the University and/or UPAA will obtain such consent in written, electronic, or recorded form at the appropriate time. Pursuant to the DPA, you are allowed to withdraw consent at any time.

#### **NON-DISCLOSURE OF YOUR PERSONAL INFORMATION TO THIRD PARTIES EXCEPT UPON YOUR CONSENT OR AS REQUIRED OR PERMITTED BY LAW**

As a general rule, UP will only disclose your personal and sensitive personal information to third parties with your consent.

The University will disclose or share such information only when required or allowed by law. For example see Philippine Regulatory Commission MC 2015- 885  
<http://application1.prc.gov.ph/uploaded/documents/resoftcopyoftheissuances2015/2015-885.pdf>

Under the DPA, personal information may be processed, e.g. collected, stored and disclosed, when it is necessary in order for UP to comply with a legal obligation; to protect your vitally important interests including life and health; respond to a national emergency, public order,

and safety; fulfill the functions of public authority pursuant to the legitimate interests of the University or a third party, except where such interests are overridden by your fundamental rights.

Sensitive personal information (e.g. confidential educational records, age/birthdate, civil status, health ) on the other hand may be processed, e.g. collected, stored and disclosed, when such is allowed by laws and regulations, such regulatory enactments provide for the protection of such information and the consent of the data subject is not required under such law or regulation. Sensitive personal information may also be processed when needed to protect the life and health of the data subject or another person and the data subject is unable to legally or physically express consent, in the case of medical treatment, or needed for the protection of lawful rights and interests of natural or legal persons in court proceedings, and for the establishment, exercise or defense of legal claims or where provided to government or public authority.

## **HOW UP PROTECTS YOUR PERSONAL INFORMATION**

Even prior to the effectivity of the DPA, UP put in place physical, organizational and technical measures to protect your right to privacy and is committed to reviewing and improving the same, so as to be able to comply, among others, with its obligations under the applicable provisions of the Education Act of 1982 which require us to keep your educational records confidential. You may wish, for instance, to read UP's Acceptable Use Policy for IT Resources (AUP).

From time to time UP posts information on relevant sites and sends emails that explain how you can secure and maintain the confidentiality of your personal information.

Rest assured that UP personnel are allowed to process your personal information only when such processing is part of their official duties. This is enforced in the case of ICT-based processing systems, e.g. SAIS, CRS, the database of the Office of Alumni Relations etc. by assigning access to modules based on the official functions of personnel.

## **ACCESS TO AND CORRECTION OF YOUR PERSONAL INFORMATION**

You have the right to access personal information being processed by UP about you.

In order for UP to see to it that your personal information is disclosed only to you, these offices will require the presentation of your UP ID or other documents that will enable UP to verify and confirm 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.

As mentioned above, UP requires you to provide correct information. In the event that your information needs to be updated, the relevant University websites and offices provide information regarding how you can request the correction of your personal information.

## **QUERIES REGARDING DATA PRIVACY**

We encourage you to visit this site from time to time to see any updates regarding this Privacy Notice We will alert you regarding changes to this Policy through this site and/or through written notices, e.g. email.

For queries, comments or suggestions regarding this System-wide privacy notice, 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) 9280110; (632) 9818500 loc. 2521

c. Through email

[dpo@up.edu.ph](mailto:dpo@up.edu.ph)