

University of the Philippines Diliman
DATA PROTECTION TEAM

MEMORANDUM

Reference No. DPT 18-07

FOR : **[Redacted]**
[Redacted]

[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]

SUBJECT : **Use of CCTV and Orientation on Social Media and Privacy Laws**
DATE : 20 April 2018

Dear [Redacted] and [Redacted]:

Restricted Access to and Security Clearance for CCTV recordings

the University is covered by the National Privacy Commission (NPC) Circular on Security of Personal Data in Government Agencies.

This NPC Circular requires that there should be appropriate ***security clearance*** to all data centers used to store CCTV recordings. This should be enforced by an ***access control system*** that records when, where, and by whom the data centers are accessed. Access records and procedures should be reviewed by [Redacted] management regularly.

As a government agency, [Redacted] should strictly regulate access to personal data under its control or custody. It should grant access to personnel through the issuance of a ***security clearance***¹ by the head of [Redacted]. A security clearance (1023MC3(y)on)-2(g)m[(b)-0].9Tancthe c

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