*Revised* Procedure on Personal Data Sharing

**ON DISCLOSURE AND SHARING OF PERSONAL INFORMATION FOR RESEARCH PURPOSES:**

1. *Institutional Research* (e.g. performance of the SHS for the past 2 academic years, as commissioned by OVRAA to the RCSSEd)
2. Letter of the request must be addressed to the DPO, stating the purpose of the institutional research, duly signed by the concerned head research cluster head;
3. The DPO approved the request and forwards the approved request to the concerned Compliance Officer for Privacy (COP);
4. The COPs, in coordination with STePs, must only share the depersonalized information of those who agreed on the Privacy Information for Data Subjects, which states “I agree to share my depersonalized information to academic researchers who may request for such, instituting measures that will not allow me to individually identified”
5. *Academic requirement of undergraduate / graduate courses* (e.g. system that updates students about current activities of the Campus Ministry; research on the academic performance of SHS as requirement in Graduate Research)
6. Letter of request must be addressed to the COP (e.g. Office of the Registrar) explaining the purpose of the research, personal data to be requested, etc., duly signed by the researchers and his/her research adviser, endorsed by the Dean of the Faculty/College that offers the Research Course.
	1. Documents to be attached include the MOA or NDA signed between the a) researcher and research adviser and b) Dean of the Faculty/College where the data subjects were previously affiliated and the COP.
	2. The MOA or NDA stipulates the responsibility of the requesting party in ensuring the confidentiality of the depersonalized information, which includes the purpose of the use of the requested personal data, storage, retention period, disclosure/sharing, and disposal.
7. Should the COP find the request valid, based on its operational guidelines, he/she endorses the request to the Data Protection Officer of the University
8. The DPO then further reviews the request before the final approval

**ON DISCLOSURE AND SHARING OF PERSONAL DATA FOR MARKETING PURPOSES / USE OF A SOFTWARE PREPARED BY A THIRD-PARTY:**

1. Letter of request for approval addressed to the DPO explaining the purpose of sharing data to a third party, duly signed by the concerned PICs and the third-party recipient of Personal Information
	1. Attachments must include a MOA/NDA signed between the COP and the third party that uses the personal information.
	2. The MOA or NDA stipulates the responsibility of the requesting party in ensuring the confidentiality of the depersonalized information, which includes the purpose, storage, usage, retention, disclosure/sharing, and disposal
2. The DPO further reviews the request before final approval.