



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-ME22  
AY 2021-2022

TO : ALL ACADEMIC AND ADMINISTRATIVE UNITS

FROM : OFFICE OF THE SECRETARY-GENERAL

RE : PROCESS, PATHWAY OF APPROVAL, AND  
REQUIREMENTS FOR REQUESTED PERSONAL DATA  
FOR DATA-GATHERING PURPOSES

DATE : 2 FEBRUARY 2022

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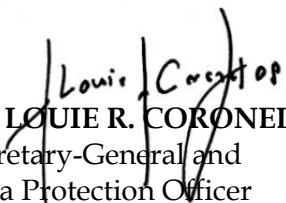
In compliance with the Data Privacy Act of 2012, the University, through its Data Protection Officer (DPO) and heads of academic, research, and administrative offices as Compliance Officer for Privacy (COP), reiterates the need to protect the personal data of our data subjects (i.e., applicants, students, academic staff, support staff, and alumni).

In relation to a request for the use of personal data needed for the online deployment of data-gathering tools for research (i.e., thesis/dissertation/commissioned research) by internal or external proponents, the final approval of the DPO requires the following:

- a) The **clearance** from an accredited UST Ethics Review Committee;
- b) The **review and endorsement** of the Office of the Vice-Rector for Research and Innovation; and
- c) The **approval** of the concerned COPs.

For your reference, please see the attached file that summarizes the process, pathway, and requirements for the approval by the COPs.

Thank you.

  
FR. LOUIE R. CORONEL, O.P., EHL  
Secretary-General and  
Data Protection Officer