



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME11
A.Y. 2024-2025

TO : HEADS, ADMINISTRATIVE AND ACADEMIC UNITS

FROM : OFFICE OF THE SECRETARY-GENERAL

RE : PRIVACY IMPACT ASSESSMENT

DATE : 6 May 2025

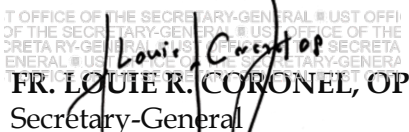
In compliance with the *Data Privacy Act of 2012* (RA 10173) and ensure strong personal data protection, the University—through the Office of the Secretary-General, Office of the Assistant to the Rector for Information and Communications Technology, and Trends Technologies Inc.—is set to conduct a comprehensive data collection for a **Privacy Impact Assessment** (PIA). This initiative will analyze data processing across all University offices to identify potential risks and implement appropriate safeguards.

Below is a list of activities pertinent to this undertaking:

Date and Time	Activity	Purpose	Pertinent Links
14 May 2025 (Wednesday); 9:00 am-12:00 nn	Kick-off Meeting (Online)	To clearly explain the required process, prescribed template, and mandatory information each unit must prepare for the PIA.	<i>Please register through this link not later than 9 May 2025 (Friday).</i>
27 May 2025 (Tuesday); <i>Please check the link for the schedule.</i>	Start of Unit-to-Unit PIA	To ensure the PIA process is contextualized for both administrative and academic units.	Schedule of Unit-to-Unit Visit PIA Worksheet <i>Prior to the visit, kindly start filling-out Worksheet Tab #5 (Data Collection).</i>

All administrative and academic units are encouraged to send up to two (2) representatives to attend the kick-off meeting. For questions or clarifications on the data collection process or PIA template, please email office.ict@ust.edu.ph.

May this collective endeavor lead us toward greater stewardship and accountability in safeguarding personal data entrusted to the University. "*Let all things be done decently and in order*" (1 Cor 14:40). Thank you.


FR. LOUIE R. CORONEL, OP
Secretary-General

