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1 March 2021

MEMORANDUM NO. 325
Series of 2021

T O: **Ms. Ma. Roberta S. Miraflor**

R E: **Compliance Officer for Privacy (COP) of VSU – Main Campus**

You are hereby designated as Compliance Officer for Privacy (COP) of the VSU-Main Campus effective immediately unless revoke or terminated by higher authorities, in compliance with RA No. 10173 otherwise known as the Data Privacy Act of 2012, with the following duties and responsibilities:

A.   Ensure proper data breach and security incident management by the PIC or PIP, including the latter's preparation and submission to the NPC of reports and other documentation concerning security incidents or data breaches within the prescribed period;

B.   Inform and cultivate awareness on privacy and data protection within your organization, including all relevant laws, rules and regulations and issuances of the NPC;

C.   Advocate for the development, review and/or revision of policies, guidelines, projects and/or programs of the PIC or PIP relating to privacy and data protection, by adopting a privacy by design approach;

D.   Serve as the contact person of the PIC or PIP vis-à-vis data subjects, the NPC and other authorities in all matters concerning data privacy or security issues or concerns and the PIC or PIP;

E.   Cooperate, coordinate and seek advice of the NPC regarding matters concerning data privacy and security; and

F.   Perform other duties and tasks that may be assigned by the PIC or PIP that will further the interest of data privacy and security and uphold the rights of the data subjects.

You may download pertinent information about RA No 10173 or the Data Privacy Act of 2012 on the internet for your perusal. An orientation regarding this assignment will be conducted.

Please be guided accordingly.

EDGARDO E. TULIN
President

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovativetechnologies for sustainable communities and environment.

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v2 04-27-2020
No. 21-325