



7 October 2019

MEMORANDUM CIRCULAR NO. 103
Series of 2019

T O: All Faculty
R E: Posting of Students' Photos and Information Online

It is the duty of the university to protect the privacy of its students whenever possible.

Guided by principles on data privacy, this office institutes the following guidelines for faculty on the posting of students' photographs and information on online platforms, especially on social media:

1. As a general rule, a teacher cannot post a student's personal information publicly without prior consent or permission from the concerned student.
2. Teachers must not publicly post test/examination scores under the student's names and/or student numbers without prior agreement by concerned class/students. These announcements are best circulated internally in class platforms like Google Classroom.
3. Teachers are free to post media where the students voluntarily participate in the taking of the photo or video.
4. Applying Rule 1, faculty may post photos and videos of class activities, except for students taking examinations, during which the power imbalance between the teacher and student is pronounced.

Social and extra-curricular activities are not covered by the above-mentioned guidelines.

For your guidance and compliance.


EDGARDO E. TULIN
President

