



ANNEX “B”

CONFIDENTIALITY/NON-DISCLOSURE AGREEMENT

I, _____, of legal age, Filipino, single/married, and residing at _____ having been duly sworn in accordance with the Data Privacy Act of 2012 and its IRR, depose and say, that:

1. I am an employee of this University with the position of _____ and as such my duties and functions are stated in the herein attached Personnel Description Form and/or Office Order Designations;

2. As part of my official functions, I am in-charge of controlling, keeping, processing, using, transferring or disclosing of personal information whether recorded in material/physical form or electronic format, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the University holding the information, or when put together with other information would directly and certainly identify an individual;

3. I shall maintain the confidentiality and secrecy of all personal data that come to my knowledge and possession, and I will only disclose the same pursuant to a lawful purpose, and to authorized recipients of such data;

4. I shall uphold the rights of data subjects and adhere to the general data privacy principles and the requirements of lawful processing;

5. I shall allow the processing of such personal information subject to compliance with the requirements of the Data Privacy Act and other laws allowing disclosure of information to the public and adherence to the principles of transparency, legitimate purpose, and proportionality;

6. I shall implement reasonable and appropriate organizational, physical. and technical security measures for the protection of such personal data;

7. I shall recognize the rights of the data subject such as, but not limited to, the following:

- a. Right to be informed;
- b. Right to object;
- c. Right to access;
- d. Right to rectification;
- e. Right to erasure or blocking; and
- f. Right to damages.

8. I shall assume responsibility for any personal data under my control or custody, including information that have been outsourced or transferred to a personal information processor or a third party for processing, whether domestically or internationally subject to cross border arrangement and cooperation;

9. And that I am executing this statement in compliance with the Data Privacy Act of 2012 and its IRR and other related laws, rules and regulations.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ 20____, in Sorsogon City, Province of Sorsogon, Philippines.

 Signature over Printed Name

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Revision No.:	00	Page No.:	1 of 1

