



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

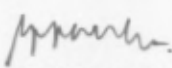
DIVISION MEMORANDUM

No. 612, s. 2021

**NON-DISCLOSURE AGREEMENT
FOR DATA PROCESSORS OF PNPKI APPLICATIONS**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/ DICs
Elementary and Secondary School Heads
Elementary and Secondary District/ School ICT Coordinators
All Others Concerned

1. Pursuant to the announcement released by the **DepEd User Support Division of the Information and Communications Technology Service (ICTS-USD)**, this Office disseminates the Non-Disclosure Agreement (NDA) template to be accomplished and signed by the designated Data Processors of the PNPKI applications submitted by DepEd personnel.
2. Attached is the Regional Memorandum and NDA template.
3. Immediate dissemination and compliance with this Division Memorandum is enjoined.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

8/19/2021

SPP/OSDS-ICT/RVG/gjo

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Email Address: negros.oriental@deped.gov.ph

120 AUG 2021



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

AUG 17 2021

REGIONAL MEMORANDUM
No. 0707, s. 2021

NON-DISCLOSURE AGREEMENT FOR DATA PROCESSORS OF PNPKI APPLICATIONS

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED

1. Pursuant to the announcement released by the **DepEd User Support Division of the Information and Communications Technology Service (ICTS-USD)**, this Office disseminates the Non-Disclosure Agreement (NDA) template to be accomplished and signed by the designated Data Processors of the PNPKI applications submitted by DepEd personnel.
2. Immediate dissemination and compliance with this Memorandum is enjoined.

SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director IV
Regional Director

STJ/CAE/ICTU/JPJ



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Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

[DATA PROCESSOR]

FULL NAME: *(Juan Dela Cruz)*

Position / Designation (Role): *Information Technology Officer I/Division PNPKI Team Leader*

Station Address: *(Region, Division, School)*

Dear *(Name of Data Processor)*,

The information shared by the PNPKI applicants via the DepEd Learning Management System (LMS) is necessary for the processing of the digital certificates as required application by the Department of Information and Communications Technology (DICT) pursuant to **OUA Memo 0721-0129** and **OUA Memo 0721-0169**.

Sharing and using this information outside of its intended purpose will result to violation of the **Data Privacy Act of 2012 (RA 10173)**.

By signing at the bottom of this document you are hereby reminded of the Par. A, c, and f of Sec. 12 (Criteria for the Lawful Processing of Personal Information) of Chapter III and Sec. 25 – 33 of chapter VIII of this Act which reads;

Chapter III

Sec. A: The data subject has given his or her consent;

Sec. C: The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;

Sec. F: The processing is necessary for the purposes of the legitimate interests pursued by the personal information controller xxx.

Chapter VIII

Sec. 25: Unauthorized processing of Personal Information and Sensitive Personal Information.

Sec. 26: Accessing Personal Information and Sensitive Personal Information Due Negligence.



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INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

Sec. 27: Improper Disposal of Personal Information and Sensitive Personal Information.

Sec. 28: Processing of Personal Information and Sensitive Personal Information for Unauthorized Purposes.

Sec. 29: Unauthorized Access or intentional Breach.

Sec. 30: Concealment of Security Breaches Involving Sensitive Personal Information.

Sec. 31; Malicious Disclosure.

Sec. 32: Unauthorized Disclosure.

Sec. 33: Combination or Series of Acts.

Data Processor:

Signature over printed name

Date

Note: *Disclosing Party - Person disclosing the confidential information
Data Processor - Member of the PNPKI Team processing the confidential information and is obligated to keep it a secret.*