



## University of Southeastern Philippines

### Quality Assurance Division

#### Confidentiality and Non-Disclosure Agreement for Internal Accreditors

I, \_\_\_\_\_, voluntarily executes this Confidentiality and Non-disclosure Agreement with the University of Southeastern Philippines (University hereinafter).

By entering into this Agreement, I hereby hold myself accountable and swear:

1. That any personal and sensitive personal information pertaining to the constituents of the university (e.g. students, teaching and non-teaching personnel, alumni etc.) that I am given access to or be able to acquire shall be held in utmost confidentiality;
2. That I will not, consciously or unconsciously, disclose or transfer these information to any other individuals or entities without the consent of the data subject and the data controller;
3. That I shall not make and keep any copy, in material form or not, of the personal information acquired during the undertaking.
4. That upon termination of the undertaking, I shall make necessary steps to surrender any document, in material form or not, which I have accessed or acquired during the undertaking to the University authority;
5. That I shall only use these information solely for the purpose of **PQA and its process (all schedules)**;
6. That I shall delete all the sensitive personal information collected from all storage devices upon the completion of the undertaking; and
7. That I shall ensure that proper safeguards are in place to guarantee the confidentiality of the personal information processed, prevent its use for unauthorized purposes, and generally, comply with the requirements of the Data Privacy Act and other laws for processing of personal information.

By affixing my signature, I hereby agree with the foregoing conditions and subscribe to the University's virtue of upholding the fundamental human right to privacy, in compliance to Republic Act 10173 or the Data Privacy Act of 2012.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ .

\_\_\_\_\_  
Internal Accreditor

#### Information

For queries and clarifications pertaining to the University Data Privacy Policy and with the Data Privacy Act of 2012, you may contact the University Data Privacy Officer **MR. KARLO MARTIN C. CARAMUGAN** through his email [kmccaramugan@usep.edu.ph](mailto:kmccaramugan@usep.edu.ph).

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#### WE BUILD DREAMS WITHOUT LIMITS

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