



## **University of the Philippines Diliman**

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**The University of the Philippines Diliman recognizes the use of electronic mail (email) as an essential means of communication both within the University of the Philippines Diliman and University of the Philippines System, and externally.**

**Thus, there is a need to ensure its proper usage and maintain the privacy and confidentiality of information being processed. To this end, this email policy is hereby adopted.**

**Scope and Objectives. –**



**Absence of vested rights – The use of UP Mail is a privilege, not a right, granted by the University to UP People. As a privilege, UP People have no vested rights over the same.**

**Legitimate use of UP Mail – The use of UP Mail shall be for work or academic purposes only. Moreover, its use should not be contrary to law, morals, and public policy.**





**Corollary thereto, if the email is from a UP Dinan administrative office or academic unit, sent to an external party, (e.g., OVCAA sends an email to the Bureau of Internal Revenue), then a Privacy and Confidentiality Notice must be placed at the end of the email**

**However, it must be noted that internal and personal messages from one UP staff and faculty to another**