

WSQ

FUNDAMENTALS OF THE PERSONAL DATA PROTECTION ACT (2020)

OVERVIEW

The Personal Data Protection Act (PDPA) provides a baseline standard of protection for personal data in Singapore. It comprises various requirements governing the collection, use, disclosure and care of personal data in Singapore.

The course will give course participants a good overview and understanding of the PDPA (2020) and how it may be applied to the organisations for compliance with PDPA.

In addition to references to relevant parts of the PDPA, the course content is also largely adapted from the Advisory Guidelines published by the Personal Data Protection Commission. The following topics will be covered:

1. Introduction to the PDPA.
2. Data Protection and Do Not Call Provisions.
3. Role of Data Protection Officer (DPO).
4. Create an organisation's data inventory map (DIM) and identify possible areas of non-compliance.
5. Develop a process for dispute resolution.
6. Training and communications to staff for compliance to data protection provisions.
7. Managing data breaches.
8. How to use the complimentary PDPA Online Assessment Tool for Organisations (PATO) to help improve data protection policies and practices.

LEARNING OUTCOMES

1. **Identify** legislative and regulatory requirements under the PDPA that the organisation has to comply with.
2. **Communicate** key legislative and regulatory requirements under the PDPA and related management systems to relevant stakeholders to facilitate compliance.
3. **Assess** the organisation's internal policies and procedures to ensure compliance.
4. **Identify and document** areas of non-compliance in business activities.
5. **Assist in review** of the organisation's guidelines / policies for adherence to requirements under the PDPA.
6. **Assist in the implementation** of procedures to ensure adherence to requirements under the PDPA in the day-to-day operations of the organisation.
7. **Prepare management report** for follow-up action.

DURATION

23hrs
(over 3 days)

VENUE

For Classroom (TGS-2021007538):

For Synchronous E-learning
(TGS-2021007538):
Via Zoom

WHO SHOULD ATTEND

Compliance Managers or Data Protection Officers (DPOs).
Human Resource, Admin, IT personnel, Sales and Business Development Executive / Managers who need to be involved in data protection matters.

COURSE FEE

	Mode / WSQ Course Code	Course Fee (No GST)	NETT FEE (AFTER FUNDING)	
			Sponsored Singaporean aged from 21-39yrs / PR	Self Sponsored Singaporean Age >= 40 or *SME Company Sponsored (any age Singaporean/PR)
Fundamentals of Personal Data Protection Act (2020)	Classroom Course Code: TGS-2021007538	\$750.00	\$375.00	\$225.00
	Synchronous E-learning Course Code: TGS-2021007539	\$720.00	\$360.00	\$216.00



You will receive a Statement of Attainment from SkillsFuture Singapore upon successful completion of this module and passing of assessment.

*Applicable for Absentee Payroll (Capped at \$4.50 per training hour w.e.f. 1 Jan 2022 * All information stated is correct at time of printing and subject to change without notice at the AccTrain Academy's discretion.

FOR REGISTRATION &
MORE INFORMATION:



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