

# WSQ Practitioner Certificate in Personal Data Protection (Singapore) 2020 Course - [3 Days]

The **WSQ Practitioner Certificate in Personal Data Protection (Singapore) 2020 Course** is designed to enhance the capabilities of Data Protection Officers (DPOs), as well as those in the organisation that collect, use or disclose data, and equip them with practical data governance and data protection knowledge and skills, where they also learn to utilise risk-based tools to establish a robust data protection infrastructure for their organisation.

*This is an intermediate course that can be taken independently. Learners may also take up the introductory **Fundamentals of PDPA (2020) course** offered by us, which includes detailed explanations on the substantial amendments made to the PDPA in February 2021.*



## OVERVIEW

*This course adopts the PDPA WSQ Standard curriculum and assessment developed by the Personal Data Protection Commission (PDPC) :*

- Recap of the PDPA along with amendments
- Introduction to the Data Protection Management Programme (DPMP)
- Preparation and Risk Assessment for the DPMP, including Data Protection Impact Assessment (DPIA)
- Developing the DPMP - People, Policies and Processes

*Upon completion of this Course, participants will be equipped with practical data governance and data protection knowledge, and skills to assist their organisations to:*

- Establish a robust data protection infrastructure through the use of risk-based tools
- Identify and manage risks in personal data management
- Develop a Data Protection Management Programme and manage data breaches
- Conduct a Data Protection Impact Assessment

1

## 2 EXAMINATION

Additionally, there is an optional computer-based examination that participants can take after the completion of this course to obtain the **Practitioner Certificate for Personal Data Protection (Singapore)**, co-issued by the PDPC and the International Association for Privacy Professionals (IAPP).

*You are required to take this examination within 6 months from the date of course completion.*

## 3 WHO SHOULD ATTEND

Data Protection Officers (DPOs), Heads of Department, Compliance Managers or Professionals with data protection responsibilities, Privacy or Legal Counsels, Human Resource, Admin and IT Executives.



**HOTLINE**  
+65 9457 8086



**EMAIL**  
admin@acctrainacademy.com.sg



**ADDRESS**  
91 Bencoolen Street #06-09 Sunshine Plaza Singapore 189652

# WSQ Practitioner Certificate in Personal Data Protection (Singapore) 2020 Course - [3 Days]



## 4 PRE-REQUISITES

Basic knowledge of data protection and the requirements of Personal Data Protection Act with some related experience in managing personal data in their job scope.

*For those who are new to data protection, it is strongly recommended that they first complete the introductory course on PDPA, titled 'Fundamentals of PDPA (2020)'.*

## 5

### COURSE OUTLINE

- (1) Accountability
  - Data Protection by Design Approach
- (2) Identify and Document Personal Data Handling
  - Document Data Life Cycle - what it is and why organisations need it
- (3) Identify and Assess Risks
  - Risk Management
- (4) Managing Risks
  - Technical, Administrative and Physical Controls
- (5) Next Steps to Developing the Data Protection Management Programme (DPMP)
  - Develop Policy and Process
- (6) Data Protection Impact Assessments (DPIAs)
  - 6 Phases of Data Protection Impact Assessment
- (7) Data Breach Response Plan and Enforcement
  - Data Breach Management Plan
- (8) Maintaining the Data Protection Management Programme (DPMP)
  - Developing the DPMP audit plan

	FULL FEE	NETT FEE (AFTER FUNDING)	
		Singapore Citizen and Permanent Resident (21-39 years old)	Singapore Citizen (40 years old & older)
Self-Sponsored Individuals	\$950	\$475	\$285
SME		\$285	\$285
Non-SME		\$475	\$285



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



**HOTLINE**  
+65 9457 8086



**EMAIL**  
admin@acctrainacademy.com.sg



**ADDRESS**  
91 Bencoolen Street #06-09 Sunshine Plaza Singapore 189652