

FUNDAMENTALS OF THE PERSONAL DATA PROTECTION ACT (2020)

Learn to protect your clients & employee's personal data, get compliant with the PDPA obligations to avoid any potential financial penalties & the negative brand impact due to accidental violation



COURSE SYNOPSIS

The recent amendment to the Personal Data Protection Act (2020) with increased financial penalties and the introduction of new criminal offences amongst other changes shows Singapore's commitment to protecting personal data and data privacy.

This 3-day course aims to provide course participants with a good overview and understanding of the PDPA, how the Act would apply to organizations, and what is required to be deemed compliant. In addition to references to relevant parts of the PDPA, the course content is also largely adapted from the Advisory Guidelines published by the PDPC.

PROGRAMME HIGHLIGHTS

- Introduction to personal Data protection Act (PDPA)
- Role of the Data Protection Officer (DPO)
- Develop a process for dispute resolution
- Data protection provisions and do not call provisions
- Managing data breaches
- Create an organization's Data Inventory Map (DIM) and identify possible areas of non-compliance
- Training and communications to staff for compliance to data protection provisions



LEARNING OUTCOMES

- Prepare management report for follow-up action
- Identify and document areas of non-compliance in business activities
- Communicate key legislative and regulatory requirements under the PDPA and related management systems to relevant stakeholders to facilitate compliance
- Assist in the implementation of procedures and review of the organization's guidelines/policies for adherence to requirements under the PDPA
- Identify legislative and regulatory requirements under the PDPA that the organization must comply with
- Assess the organization's internal policies and procedures to ensure compliance

WHO SHOULD TAKE THIS COURSE?

- Compliance Managers and Data Protection Officers
- Human Resource, Admin, IT personnel
- Sales, Marketing and Business Development Executives/Managers involved in data protection matters
- Customer Service personnel who handle queries, complaints and disputes on the organization's management of personal data

COURSE DETAILS

FUNDAMENTALS OF THE PERSONAL DATA PROTECTION ACT (2020)			
COURSE DURATION: 23 HOURS			
FULL COURSE FEES: \$690 (excl. GST)			
	SELF- SPONSORED	SME	NON-SME
Singapore Citizens (Below 40y/o)	\$393.30 (Incl. GST)	\$255.30 (Incl. GST)	\$393.30 (Incl. GST)
Singapore Citizens (40y/o and Above)	\$255.30 (Incl. GST)	\$255.30 (Incl. GST)	\$255.30 (Incl. GST)
PR/LTVP+ (All Ages)	\$393.30 (Incl. GST)	\$255.30 (Incl. GST)	\$393.30 (Incl. GST)
SkillsFuture Enterprise Credit	N.A	Eligible companies can enrol	Eligible companies can enrol
Absentee Payroll	N.A	Fixed at \$4.50/Hour	Fixed at \$4.50/Hour

- Companies that are eligible for SkillsFuture Enterprise Credit can cover up to 90% (Capped at \$10,000)
- Trainees are eligible for Absentee Payroll fixed at SGD4.50 per hour (Capped at SGD100,000 per year per enterprise)
- SkillsFuture Credit Claimable for Singaporeans aged 25 & above

