



Fundamentals of the Personal Data Protection Act (PDPA)

Under the Personal Data Protection Act 2012 (PDPA), organisations are required to appoint one or more Data Protection Officers (DPOs) to be responsible for ensuring the organisation's compliance with the PDPA.

To equip DPOs with basic knowledge and skills in complying with the PDPA, a two-day course – “Fundamentals of the Personal Data Protection Act” – has been developed under the Business Management Workforce Skills Qualifications (BM WSQ) framework.

The course, which has been enhanced with an expanded curriculum and more rigorous assessments, will cover the following areas:

- Introduction to the PDPA
- Role of DPO
- Develop a process for dispute resolution
- Managing data breaches
- Data Protection and Do Not Call Provisions
- Create an organisation's data inventory map (DIM) and identify possible areas of non-compliance
- Training and communications to staff for compliance to data protection provisions

BENEFITS

1

Learn about the key concepts and obligations of the PDPA and understand what needs to be done to facilitate compliance.

2

Obtain a BM WSQ Statement of Attainment (SOA) issued by SkillsFuture Singapore (SSG) upon successful completion of course and assessments.



SINGAPORE
WORKFORCE SKILLS
QUALIFICATIONS

3

SSG Funding*

- 50% of course fees, capped at \$15/hr for non-SMEs and self-sponsored individuals.
- 90% of course fees, capped at \$50/hr for SMEs.
- Absentee payroll funding is 80% of attendee's hourly basic salary capped at \$4.50/hr (non-SMEs) and \$7.50/hr (SMEs).

**Only Singaporeans and Permanent Residents are eligible for funding. Please contact SSG at 6785 5785 to find out more about the types of funding available.*

Get started on your learning journey today!

Contact any of the SSG approved training organisations below for more information about the course.

TRAINING PROVIDER	CONTACT	EMAIL	WEBSITE
Everest Innovation Pte Ltd	6648 4439	enquiry@everesti.com	www.everesti.com
Institute of Singapore Chartered Accountants	6749 8060	cpe@isca.org.sg	cpe.isca.org.sg
Kaplan Professional	6309 5738	enquiry.sg@kaplan.com	www.kaplan.com.sg/professional
Lithan	6324 9730	info@lithan.com	www.lithan.com
Ngee Ann Polytechnic	6460 6594	enquiryWSQ@np.edu.sg	www.np.edu.sg/cet
NTUC Learning Hub Pte Ltd	6336 5482	pme@ntuclearninghub.com	www.ntuclearninghub.com
ServiceWorks Pte Ltd	6871 8878 Ext.11	enquiry@serviceworks.com.sg	www.serviceworks.com.sg
SIM Professional Development	6248 9419	funded-prog@sim.edu.sg	https://pd.sim.edu.sg/skillsfuture
Singapore Academy of Law	6332 4388	saltraining@sal.org.sg	www.sal.org.sg
Singapore Chinese Chamber Institute of Business	6334 1080	info@scciob.org.sg	www.scciob.edu.sg
Singapore National Employers Federation	6827 6927	trg@snef.org.sg	www.snef.org.sg
Singapore Polytechnic	6772 1288	pace@sp.edu.sg	www.pace.sp.edu.sg
Temasek Polytechnic	6788 1212	tsa@tp.edu.sg	www.tp.edu.sg/tsa

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