

Fundamentals of the Personal Data Protection Act (PDPA) 2020

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 three-day course – “Fundamentals of the Personal Data Protection Act (2020)” – has been developed under the Workforce Skills Qualifications (WSQ) skills framework for ICT.

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
- How to use the complimentary PDPA Online Assessment Tool for Organisations (PATO) to help improve data protection policies and practices

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



3 **SSG Funding***
For more information for employer-based training please visit:
<https://www.ssg.gov.sg/programmes-and-initiatives/funding/funding-for-employer-based-training.html>

For self-sponsored individuals please visit:
<https://www.ssg.gov.sg/programmes-and-initiatives/training-grants/self-sponsored-training-for-individuals.html>
or contact SSG at 6785 5785 to find out more.

**Only Singaporeans and Permanent Residents are eligible for funding. SSG funding is not applicable for the courses conducted by the Singapore Academy of Law (SAL). 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 providers below for more information about the course.

| TRAINING PROVIDER | CONTACT | EMAIL | WEBSITE |
|---|-----------|-------------------------------|--|
| Acctrain Academy Pte Ltd | 8782 1313 | admin@acctrainacademy.com.sg | www.acctrainacademy.com.sg |
| Adept Academy Pte Ltd | 6602 8282 | management@adeptacademy.com | www.adeptacademy.com |
| Ascendo Academy Pte Ltd | 6398 0067 | serene@ascendo.sg | www.ascendo.sg |
| Assure Safety Pte Ltd | 6684 9133 | enquiry@assuresafety.com.sg | www.assuresafety.com.sg |
| Everest Innovation Pte Ltd | 6648 4439 | enquiry@everesti.com | www.everesti.com |
| LearnCollab Pte Ltd | 8139 0478 | enterprise@learncollab.com.sg | www.learncollab.com.sg |
| Lloyd McGill | 6352 1566 | admin@lloydmcgill.com | www.lloydmcgill.com |
| NTUC Learning Hub Pte Ltd | 6336 5482 | pme@ntuclearninghub.com | www.ntuclearninghub.com |
| QuESH Consultants | 6316 6602 | sales@quesh.com.sg | www.queshconsultants.com |
| Service Quality Centre | 6376 0777 | learning@sqcentre.com | www.sqcentre.com |
| SIM Professional Development | 6248 9419 | funded-prog@sim.edu.sg | www.pd.sim.edu.sg/skillsfuture |
| 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 – Security Industry Institute | 6225 5744 | sii@tp.edu.sg | https://www.tp.edu.sg/sii |
| Web Learning Resources Pte Ltd | 6970 9606 | ask@weblearningresources.sg | https://weblearningresources.sg |