



# 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 organisations below for more information about the course.

TRAINING PROVIDER	CONTACT	EMAIL	WEBSITE
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
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
Boston Business School	6238 7638	enquire@bbs.edu.sg	www.bbs.edu.sg
ETE Academy	6336 6629	contact@etelearning.com	https://etelearning.com
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
LearnCollab Pte Ltd	8139 0478	enterprise@learncollab.com.sg	www.learncollab.com.sg
Lithan	6324 9730	info@lithan.com	www.lithan.com
Lloyd McGill	6352 1566	admin@lloydmcgill.com	www.lloydmcgill.com
Ngee Ann Polytechnic	6463 0596	enquiryWSQ@np.edu.sg	www.np.edu.sg/cet
Metropolis Pte Ltd	6352 6769	hr@metropolis.sg	www.metropolis.sg
NTUC Learning Hub Pte Ltd	6336 5482	pme@ntuclearninghub.com	www.ntuclearninghub.com
QuESH Consultants	6316 6602	sales@qesh.com.sg	www.qeshconsultants.com
Republic Polytechnic	6510 3000	one-stop@rp.edu.sg	www.rp.edu.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
SSTA Pte Ltd	6747 7246	contact@ssta.com.sg	www.ssta.com.sg
Stag Match Pte Ltd	6612 7165	smi.application@smet.edu.sg	www.smtc.smet.edu.sg

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TRAINING PROVIDER	CONTACT	EMAIL	WEBSITE
ServiceWorks Pte Ltd	6717 2585	learn@serviceworks.com.sg	www.serviceworks.com.sg
Singapore Spa Institute	6235 4341	spawsq@spainstitute.com.sg	www.spainstitute.com.sg
Tertiary Infotech	6100 0613	enquiry@tertiaryinfotech.com	https://www.tertiaryinfotech.com
Temasek Polytechnic – Security Industry Institute	6225 5744	siievents@tp.edu.sg	https://www.tp.edu.sg/sii
Service Quality Centre	6376 0777	learning@sqcentre.com	www.sqcentre.com
SDH Institute	6506 1288	info@sdh.edu.sg	https://sdh.edu.sg/
Training Vision Institute	6805 8968	HE_team@trainingvision.com.sg	www.trainingvision.com.sg
Web Learning Resources Pte Ltd	6970 9606	ask@weblearningresources.sg	https://weblearningresources.sg
Work Work Pte Ltd	6655 0786	aileen@workwork.sg	https://www.workwork.sg
Xprienz Pte Ltd	6787 7151	enquiries@xprienz.com	https://www.xprienz.com