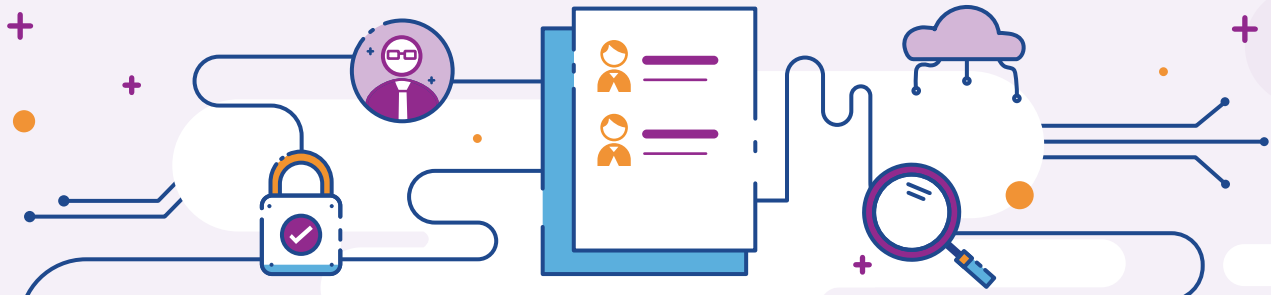


Data Protection Obligations

under the Personal Data Protection Act (PDPA)

Organisations are responsible for personal data in their possession or under their control, and are required to comply with these obligations when undertaking activities relating to the collection, use or disclosure of personal data.



Demonstrate responsibility through proper management and protection of personal data.

Accountability

Collection of Personal Data



Notification

Notify individuals of the purposes for collecting, using and disclosing their personal data.



Consent

Collect, use or disclose personal data for purposes which individuals have given consent to. Also allow them to withdraw their consent with reasonable notice.



Purpose Limitation

Collect, use or disclose personal data for purposes that a reasonable person would consider appropriate under given circumstances, and for which the individual has given consent to.

Care of Personal Data



Accuracy

Ensure that the personal data collected is accurate and complete, especially if it is likely to be used to make a decision that affects the individual or to be disclosed to another organisation.



Protection

Make reasonable security arrangements to protect the personal data in your possession to prevent unauthorised access, collection, use, disclosure or similar risks.



Retention Limitation

Stop keeping personal data or dispose of it properly when it is no longer needed for any business or legal purpose.



Transfer Limitation

Transfer personal data to overseas according to the requirements prescribed under the regulations, to ensure that the standard of protection is comparable to the protection under the PDPA.

Individual's Autonomy over Personal Data



Access and Correction

Upon request, provide individuals with access to their personal data and information on how it was used or disclosed within a year, and correct any error or omission where required.



Data Breach Notification

If there is a data breach and likely results in significant harm to individuals, and/or are of significant scale, notify the PDPC and affected individuals as soon as practicable.



Data Portability*

Upon request, transmit the individual's data in your possession or under your control to another organisation in a commonly used machine-readable format.

*This will take effect when the Regulations are issued. Information correct as of May 2021.



Find out more about the PDPA
www.pdpc.gov.sg

SG:D
EMPOWERING POSSIBILITIES

pdpc PERSONAL DATA
PROTECTION COMMISSION
SINGAPORE