



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.



SINGAPORE
WORKFORCE SKILLS
QUALIFICATIONS

3

SSG Funding*

For more information for employer-based training please visit:

<https://skillsfuture.gobusiness.gov.sg/support-and-programmes/funding/training-subsidies-for-employers>

For self-sponsored individuals please visit:

<https://www.ssg.gov.sg/funding-and-levy/funding-for-individuals>

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
AAT Training Hub Pte Ltd	6292 4804	admin@aattraininghub.com	www.aattraininghub.com
Acctrain Academy Pte Ltd	8492 1966	enquiry@acctrainacademy.com.sg	www.acctrainacademy.com.sg
Adept Academy Pte Ltd	6602 8282	management@adeptacademy.com	www.adeptacademy.com
Assure Safety Pte Ltd	6684 9133	enquiry@assuresafety.com.sg	www.assuresafety.com.sg
Bells Institute of Higher Learning Pte Ltd	6473 3936	kelvin@bells.sg	www.bells.sg
Everest Innovation Pte Ltd	8961 8988	enquiry@everesti.com	www.everesti.com
Lloyd McGill	6352 1566	admin@lloydmcgill.com	www.lloydmcgill.com
NTUC Learning Hub Pte Ltd	6336 5482	pme@ntuclearninghub.com	www.ntuclearninghub.com
SIM Professional Development	6248 9419	simacademy@sim.edu.sg	www.sim.edu.sg/pdpa
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

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