Practical Implementation of PDPA

at Orchard Hotel* (inclusive of buffet lunch + 2 tea breaks)

Target Audience
HR Executives or Managers, Company Directors, Business Owners and Chief Data Protection Officer.

Course Outline
➢ Chapter 1 – Introduction to Personal Data Protection Act (PDPA)
  • Objective of PDPA
  • Definitions of Personal Data and Business Contact Information
  • Exclusions under PDPA

➢ Chapter 2 – 9 Obligations under PDPA
  • Consent Obligation
  • Purpose Limitation Obligation
  • Notification Obligation
  • Access & Correction Obligation
  • Accuracy Obligation
  • Protection Obligation
  • Retention limitation obligation
  • Transfer Limitation Obligation
  • Openness Obligation

➢ Chapter 3 – HR Issues: Data Mapping of Employee’s & New Job Applicant’s Personal Data and Application of PDPA for the Processes and Procedures
  • Creating Data Inventory Map of New Job Applicants, Existing Employees and Customers (B2C if applicable)
  • Develop new process, procedures and policies to comply to the PDPA

➢ Chapter 4 – Role of Data Protection Officer / Committee
  • Appoint someone to be the DPO of the committee to liaise with authority and the public or employees on PDPA issues
  • Review existing policies and procedures regarding Personal Data
  • Develop a compliance framework and implement new policies and procedures to comply to PDPA
  • Put in place a training program to communicate to all employees about its data protection policies and practices
  • Develop security measures to protect all employee’s personal data
  • Put in place a feedback channel to review the implementation of the policy and procedures to comply to PDPA

➢ Chapter 5 – Put in place the Data Breach Management Plan and identifying Privacy risk
  • Understanding privacy risks and how to identify them
  • Apply the Data Breach Management Plan during a breach incident
  • Case studies of Data Breach cases

➢ Chapter 6 – NRIC, Photographs and CCTV under PDPA

➢ Chapter 7 – Develop processes to handle complaints, enforcement and penalties
  • Develop a process to handle complaints from the public or employees regarding PDPA issues
  • Enforcement and penalties for non-compliance under PDPA

➢ Case studies and activities (Data Mapping and Data Breach Incident Management)

Relevant sample and template will be issued.

Course Fees

<table>
<thead>
<tr>
<th>Fees Type</th>
<th>Full Fees (inclusive 7% GST)</th>
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<tbody>
<tr>
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<td>$535.00</td>
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Trainer – Lucy Bricard
Lucy Bricard is an associate trainer and developer for Singapore National Employers Federation (SNEF) for 6 years. She is an ACTA certified trainer under the WDA programme (2011).

Lucy has developed the one day “Understanding PDPA” workshop since June 2013. This course has since been renamed as “Practical Implementation for PDPA”. She is also the sole trainer of this one day workshop. At the same time, she has been the developer and trainer for the half-day, “General Awareness of PDPA” for companies who wishes to have a seminar on awareness of PDPA for their employees.

On June 2013, SNEF was selected to work with PDPC to develop the WSQ program (An introduction to the Fundamentals of the Personal Data Protection Act for non-legal Personnel) which was launched in June 2014. Lucy together with another developer from SNEF was part of the team which has worked on this project.

She was then appointed to be the trainer for this 2-day WSQ PDPA workshop (An introduction to the Fundamentals of the Personal Data Protection Act for non-legal Personnel) since June 2014. She has since conducted this WSQ PDPA in-house workshops to numerous company like: SembCorp Group, Dow Chemical, Bridgestone, ANA, CIMB Bank, Mind Stretcher, Jurong Town Club, Ecolab, Chuan Hup Group, Catholic Churches, Hitachi Elevator Asia, ST Toll Logistics, Hoya, Cordlife, etc. Besides, she has also conducted many public run workshops on this course on behalf of SNEF since June 2014.

Please refer to SNEF website for available dates
Duration: 1 day, 9am to 5pm (7 hours)
Course Venue: Orchard Hotel

Register online at SNEF website www.snef.org.sg
Click on ‘Training’ → ‘Programmes & Courses’ → ‘Data Protection’ → ‘View’ under Course Dates/ Registration

Enquiries:
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