

How HR Can Manage Employees Personal Data Effectively? (Online)

Introduction

Personal Data of employees and job applicants are Personal Data defined in PDPA and therefore subject to the rules contain therein. Generally speaking, employers need to obtain consent to collect, use or disclose Personal Data of their employees and job applicants, however, there are some exceptions to the consent principle, for example, when Managing or Terminating Employment Relationship; Evaluative Purpose and Business Asset Transaction. How to make full use of the exceptions to operate HR functions in a most effective and efficient manners will be discussed in this workshop. For instance, is taking photographs of employees come under consent exception?

We are now combating COVID-19, what is the employer's right to collect personal data in the event of a COVID-19 case?

With effect from 1 September 2019, collection, use and disclosure of NRIC numbers and other National Identification numbers are subject to two conditions, 1) it is required by law; and 2) need to accurately establish and verify the identity of the individual to high degree of fidelity. In the case of physical NRIC, collection of it is only allowed if required by law. How to interpret these two conditions correctly?

All these subject matters will be discussed and participants will be guided to do the necessary.

Course Objective

This workshop aims to guide employers in managing the personal data of their own employees, ex-employees and job applicants to ensure compliance of the Personal Data Protection 2012 (PDPA) and its subsidiary legislations in a most efficient manner.

Target Audience

This program for all participants involved in personal data.
Managing Employees Personal Data Date

Course Outline

- Overview of the 9 data protection obligations
- Definition and categorization of Personal Data of job applicants, employees and ex-employees'
- Exceptions to consent principle in relation to personal data of job applicants, employees and ex-employees
- What it means by reasonable security arrangement to prevent employees from misusing personal data obtain during their course of work?
- Rules governing collection of NRIC and other National Identification Numbers and alternatives can be adopted with reference to relevant guidelines by Personal Data Protection Commission
- Rules governing collection of personal data for contact tracing
- Policies and processes to be adopted in relation to personal data of job applicants, employees, ex-employees
- Templates for use in relations to personal data of job applicants, employees and ex-employees

Trainer



Mr. Toh Hong Seng, one of the Directors in Industrial Workplace Relationship Partnership Group, has been running WSQ program on Fundamental of Personal Data Protection Act since 2014 when the legislation came into effect. He has acquired vast experience in conducting the subject matters. Having legally trained enable him to interpret the PDPA accurately and at the same time, having involved in human resource consultancy and advisory work in SNEF for the past 20 years also enable him to understand the issues faced by the human resource practitioners in respect of personal data protection. He is ACTA certified trainer.

Please refer to SNEF website for available dates

Duration : **0.5 day, 9am to 12noon (3 hours)**

Virtual Classroom: **ZOOM APP**

Course Fee : **\$192.60 (inclusive 7% GST)**

Register online at SNEF website www.snef.org.sg

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