

Fact Sheet

DATA PROTECTION OFFICER COMPETENCY FRAMEWORK AND TRAINING ROADMAP

Background

Organisations globally are recognising how strong, effective data protection policies and practices can build consumer trust and become a competitive advantage for them. Today, 72% of organisations in Singapore¹ acknowledge that good data protection practices can contribute to business growth and innovation.

Accordingly, data protection officers' ("DPO") job scopes have steadily expanded. In Singapore, 39% of organisations² are concerned whether their DPOs are equipped with the knowledge and skills to mitigate the risks of data breaches and recover from them.

To address this, the Personal Data Protection Commission ("PDPC") launched the world's first Data Protection Officer Competency Framework and Training Roadmap ("Framework") that combines both data protection and data innovation competencies. The Framework will advance Singapore's Digital Economy and goal of becoming a regional data protection and data innovation training hub.

The Framework

The Framework is created in consultation with industry, and builds on the PDPC's existing resources for DPOs. It aims to help organisations hire DPOs with the appropriate competencies, and continually support them in advancing their career goals and upskilling their employees.

To achieve this, the Framework provides clarity on the core competencies and proficiency levels DPOs need. It also provides guidance on a viable career progression path in the nascent sector, with the expected roles and responsibilities at each stage of their career. These stages range from entry-level data protection executives to regional data protection roles (See Figure 1). An accompanying Training Roadmap will help DPOs identify the courses necessary to help them achieve the next level of proficiency.

PDPC will also work with training partners to develop data protection-related courses aligned with the Framework. For a start, PDPC is working with the National Trades Union Congress (NTUC), supported by e2i and NTUC LearningHub, to develop a pilot programme for DPOs. Courses from the programme will be available from the fourth quarter of 2019. The first set of courses are expected to support about 500 DPOs during the first year of rollout.

¹ PDPC Industry Survey 2019

² PDPC Industry Survey 2019

PDPC is also working with other training partners such as the Institute of Singapore Chartered Accountants, National University of Singapore Law Academy, Singapore Management University Academy and Singapore Polytechnic. More information on courses will be available in the coming months.

| Competency | Job Function Proficiency Levels | | |
|------------------------------------|---------------------------------|---------|--------------|
| | DP Executive | DPO | Regional DPO |
| Data Protection Management | Level 1 | Level 2 | Level 3 |
| Risk Management (Data Protection) | Level 1 | Level 2 | Level 3 |
| Data Breach Management | Level 1 | Level 2 | Level 3 |
| Stakeholder Management | Level 1 | Level 2 | Level 3 |
| Data Governance | - | Level 2 | Level 3 |
| Data Protection Audit & Assurance* | Level 1 | Level 2 | Level 2 |
| Data Sharing* | - | Level 1 | Level 2 |
| Data-driven Design Thinking* | - | Level 1 | Level 2 |
| Data Ethics* | - | Level 1 | Level 2 |

*Competency may not be required depending on the organisation's needs.

Figure 1: Competencies and Proficiency Levels for Data Protection Professionals

More information on the Framework can be found at www.pdpc.gov.sg/dp-competency.

ISSUED BY THE PERSONAL DATA PROTECTION COMMISSION, SINGAPORE

About Personal Data Protection Commission (PDPC)

The PDPC administers the Personal Data Protection Act 2012 (PDPA) in Singapore, which aims to safeguard individuals' personal data against misuse and promote proper management of personal data in organisations. The PDPA enhances Singapore's competitiveness and strengthens our position as a trusted business hub, among the leading jurisdictions in data protection. For more information, please visit www.pdpc.gov.sg.

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