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Media Release

PDPC issues Advisory Guidelines on Personal Data Protection

Organisations and individuals can now refer to the Advisory Guidelines on the Personal Data Protection Act 2012 (PDPA), for a better understanding of the provisions of the PDPA. Issued by the Personal Data Protection Commission (PDPC) today, the Guidelines elaborate and provide interpretations on specific requirements and obligations under the PDPA. The Guidelines took into consideration public feedback submitted during the public consultation conducted by PDPC from February to April 2013.

Two sets of Advisory Guidelines are issued today; one on the Key Concepts and another on Selected Topics to illustrate how the PDPA applies to specific issues. Organisations can refer to the Advisory Guidelines as they adjust their business processes or implement data protection processes to comply with the PDPA, which will fully come into effect from 2 July 2014. Organisations are also required to designate at least one Data Protection Officer to oversee the organisations' compliance with the PDPA.

Advisory Guidelines on Key Concepts

The Advisory Guidelines on Key Concepts provide interpretation of key terms used in the PDPA. An example of a key term is "personal data" which is interpreted as all types of data from which an individual can be identified, regardless of whether such data is true or false or whether it is in electronic or other form.

The Guidelines also elaborate on the Data Protection Provisions and various obligations in the PDPA, for example, the obligation to obtain the consent of an individual before collecting, using or disclosing his personal data, and to notify the individual of the purpose of doing so.

In addition to the Data Protection Provisions, the Guidelines also elaborate on the Do Not Call Provisions in the PDPA. Persons that wish to send specified messages to an individual with a Singapore telephone number must check with the Do Not Call Registry to obtain consent of the individual. Specified messages would include

those of a marketing nature for commercial purposes. The Do Not Call Registry will be set up by the PDPC by 2 January 2014.

Advisory Guidelines for Selected Topics

The Advisory Guidelines on Selected Topics elaborate on how the PDPA applies to specific issues and domains. Data for research, collection of personal data through Closed-Circuit Televisions (CCTVs), and use of NRIC numbers, are some of the topics highlighted in these Guidelines.

“The Advisory Guidelines aim to provide greater clarity to organisations and individuals on the provisions of the PDPA. For businesses, it is important that they prepare in advance and review their own operations and processes to comply with the provisions. The PDPC is also working with sectoral regulators to develop sector-specific guidelines, and will review the need to issue further guidelines to facilitate better understanding of and compliance with the PDPA obligations,” said Mr Leong Keng Thai, Chairman of PDPC.

Full details of the Advisory Guidelines can be found on www.pdpc.gov.sg/personal-data-protection-act/public-consultations.

Organisations which would like to seek clarifications and specific guidance on the Advisory Guidelines could also attend the regular briefings conducted by the PDPA or email the PDPC at: info@pdpc.gov.sg.

Individuals can refer to the Advisory Guidelines on how the PDPA provides for personal data protection as they take the necessary steps to protect their own personal data. They could also access the PDPC website for more information or email the PDPC at info@pdpc.gov.sg.

ISSUED BY THE PERSONAL DATA PROTECTION COMMISSION

About Personal Data Protection Commission

The Personal Data Protection Commission (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. In addition, the PDPA will enhance Singapore's competitiveness and strengthen our position as a trusted business hub, putting Singapore on par with the growing list of countries with data protection laws. For more information, please visit www.pdpc.gov.sg.



PERSONAL DATA
PROTECTION COMMISSION
S I N G A P O R E

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