

Annex A

16 May 2014

FACT SHEET

Workforce Skills Qualifications Course on “An Introduction to the Fundamentals of the Personal Data Protection Act for Non-Legal Personnel”

Under the 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 build data protection capabilities of DPOs and organisation representatives engaged in data protection compliance, the PDPC and the Singapore Workforce Development Agency (“WDA”) have developed a two-day Workforce Skills Qualifications (“WSQ”) course, “An Introduction to the Fundamentals of the Personal Data Protection Act (PDPA) for Non-Legal Personnel”, under the Business Management Workforce Skills Qualifications (“BM WSQ”) framework. This course is targeted at DPOs or Compliance Managers, Human Resource Administrators, Information Technology Personnel, Sales and Business Development Executives and Managers involved in data protection matters.

Highlights of the course include:

- Learning about **key concepts and obligations** of the PDPA and understanding what needs to be done to ensure compliance with the PDPA.
- Developing data protection **guidelines and processes** for organisations through activities designed to reinforce the learning and application process outside the classroom.
- An award of a BM WSQ **Statement of Attainment (SOA)** issued by WDA upon successful course completion and assessment.

Course Fee funding ranges from 70 per cent (for non-SMEs) to 90 per cent (for SMEs) and Absentee payroll funding is at 80 per cent of attendee's basic hourly salary, capped at \$4.50 per hour (for non-SMEs) and \$7.50 per hour (for SMEs). WDA Funding for Singaporeans and Permanent Residents is available. Please contact WDA at 6883 5885 to find out more about the types of funding available.

List of WDA Approved Training Organisations Conducting the Course

Name	Contact Number	Email	Website
Everest Innovation Pte Ltd	6648 4439	enquiry@everesti.com	www.everesti.com
FY Institute of Technology (Singapore) Pte Ltd	6222 5185	training@sit.edu.sg	www.sit.edu.sg
Institute of Singapore Chartered Accountants	6749 8060	cpe@isca.org.sg	cpe.isca.org.sg
Kaplan Professional	6309 5738	enquiry.sg@kaplan.com	www.kaplan.com.sg/professional
Next U Pte Ltd	6336 5482	pme@nextu.com.sg	ict.nextu.com.sg
Singapore Chinese Chamber Institute of Business	6334 1080	info@scciob.edu.sg	www.scciob.edu.sg
Singapore Institute of Retail Studies	6222 7477	upskill@sirs.edu.sg	www.sirs.edu.sg
Singapore Media Academy	6435 6000	enquiries@esma.sg	www.mediaacademy.sg
Singapore National Employers Federation	6827 6923	trg@snef.org.sg	www.snef.org.sg

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