

Annex A

May 2015

FACT SHEET ***Personal Data Protection Act Legal Advice Scheme for SMEs***

The Personal Data Protection Act (“PDPA”) Legal Advice Scheme aims to provide legal advice, at a fixed charge, to Small and Medium Enterprises (“SMEs”)¹ regarding their compliance with the PDPA. The scheme is administered by the Law Society of Singapore (“LSS”) and has been developed in consultation with the Personal Data Protection Commission. It will take effect from 1 June 2015.

Under the scheme, the SMEs will be able to seek basic legal advice during a one-hour consultation with a lawyer assigned by the Law Society from the Panel of Lawyers, on their compliance with the PDPA.

The scope of the one-hour consultation includes the following:

- (i) **Reviewing a PDPA Checklist** with the SME, which has to be completed prior to the consultation;
- (ii) **Making an initial assessment of whether the SME has complied with PDPA** and advice on possible next steps; and
- (iii) **Providing preliminary advice** on whether there is need for additional legal services or consultation.

The Law Society adds value to the consultation process by helping SMEs complete the relevant documentation prior to the session itself, so that the session can be expected to complete effectively within an hour. At the consultation, the lawyer will provide an SME with a snapshot of what may be needed for compliance with the PDPA.

SMEs will have to pay a fixed charge of \$500. If additional legal services beyond the scope of the consultation are required by the SME, the fees for such additional services shall be as agreed between the SME and the assigned lawyer who may enter into a separate agreement².

From 1 June 2015, SMEs interested in applying for the Scheme may call 6530 0247 or email pdpa_legal_advice@lawsoc.org.sg. Enquiries to PDPC, SME Centres or

¹ SME as defined by SPRING is ‘an enterprise with an annual sales turnover of under S\$100 million, or employs less than 200 worker

² The Law Society of Singapore will not be involved in the provision of these additional services.

trade associations requesting for such legal assistance may also be referred to the LSS.

For media queries, please contact:

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