



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

Annex D

May 2015

FACT SHEET

Enhanced E-Learning Programme for Data Protection Capability Development

Under the Personal Data Protection Act (“PDPA”), an organisation is required to appoint one or more Data Protection Officers (“DPOs”) to be responsible for ensuring the organisation's compliance with the PDPA.

The e-learning programme launched in August 2014 is an online platform for organisations to learn about their obligations under the PDPA. This is useful for personnel who would like to acquire basic knowledge and understanding of the data protection requirements in the PDPA. The programme is free of charge and can be accessed from the PDPC website (www.pdpc.gov.sg).

The e-learning programme consists of an interactive online platform with modules comprising lessons and activities, such as multiple choice quizzes and interactive animations to increase learning and recall.

From 1 June 2015, the e-learning programme will be enhanced with a new self-assessment module to allow users to apply their knowledge of the PDPA gained from Modules 1-5. Each module takes only approximately 15 minutes to complete.

Organisations can also subscribe for a corporate account with the PDPC to use the E-learning programme as a corporate training tool to equip every employee with basic PDPA knowledge.

The E-learning modules cover:

Module No	Topic
1.	Introduction and Key Terms in the Act
2.	Consent, Purpose and Notification <ul style="list-style-type: none">- Obtaining consent for the collection use or disclosure of personal data- Collecting, using or disclosing personal data for the purpose which the individual has given consent- Notifying individuals of the purposes for which the organisation is intending to collect, use or disclose personal data
3.	Protecting Personal Data

4.	Access and Correction, Openness and Appointing a Data Protection Officer <ul style="list-style-type: none">- Providing the personal data of an individual and information about the ways in which it may have been used or disclosed, as well as correcting any errors or omission upon request- Making information about data protection policies, practices and complaint processes available on request.- Designating one or more individuals to implement personal data protection policies within an organisation.
5.	Do Not Call Provisions

Organisations interested in subscribing to the Corporate Account to receive the assessment results of their staff may refer to the PDPC website for more information or write in to outreach@pdpc.gov.sg.

For media queries, please contact:

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