

# Scheme for SMEs

## Build Up Your Business With Personal Data Protection

Adopting good personal data protection practices is a business imperative that yields a competitive advantage. Organisations that design their operations around data protection policies can instil accountability in their business processes, bringing their business excellence to the next level.

### Why Protect Personal Data?



✓ Reduces operational and reputational risks and costs



✓ Improves business standards, processes and efficiency



✓ Gains consumer trust and confidence



✓ Earns respect from industry peers



✓ Meets regulatory requirements under the PDPA<sup>1</sup>

Organisations can approach suitable third party providers for solutions and consultancy services to strengthen their overall data management framework and strategy, and adopt a systematic approach in mitigating risks of unintended personal data disclosure across the data life-cycle.

Practical solutions and services may entail (but are not limited to) the following activities:

- Data management system
- Data inventory mapping process
- Gap analysis and vulnerability assessments
- Risk analysis to enhance security control
- Data management policy
- Automation and streamline of process framework
- Training and audit services



<sup>1</sup> Organisations that collect, use or disclose personal data (of employees, suppliers or customers etc.) would need to put in place processes to meet the obligations under the Personal Data Protection Act 2012.

## Capability Development Grant (by SPRING Singapore)

Enables SMEs to grow their business locally and globally.

Defrays up to 70% of qualifying upgrading project costs (e.g. consultancy and training services, assessments and audits, and software adoption).

Application process has been simplified for grant support of \$30,000 or less.

### Eligibility Criteria

- Registered and operating in Singapore;
- A minimum of 30% local shareholding; and
- Group annual sales turnover of not more than \$100m or group employment size of not more than 200 employees.

## How To Start?

- 1 Complete the Personal Data Protection Checklist available on the PDPC website (under “Resources – For Organisations”) to identify the gaps within your data management processes.
- 2 Identify suitable service or solution provider to help bridge the gap in your data management needs.
- 3 Email your proposal to [outreach@pdpc.gov.sg](mailto:outreach@pdpc.gov.sg) for pre-evaluation.
- 4 Upon PDPC’s notice to proceed, submit the grant application<sup>2</sup> through the SPRING Grant Portal at <https://grantportal.spring.gov.sg/>
- 5 Upon approval notice from SPRING, implement your solution(s) and submit the final progress report to SPRING for reimbursement.

<sup>2</sup> SPRING will assess your application based on your business needs, the project scope and the competency of the service provider in improving your business capability.

For more information, visit [www.pdpc.gov.sg/organisations/help-for-organisations](http://www.pdpc.gov.sg/organisations/help-for-organisations) or [www.spring.gov.sg/CDG](http://www.spring.gov.sg/CDG).

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