

# Fundamentals of the Personal Data Protection Act (PDPA) 2020

Under the Personal Data Protection Act 2012 (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 equip DPOs with basic knowledge and skills in complying with the PDPA, a three-day course – “Fundamentals of the Personal Data Protection Act (2020)” – has been developed under the Workforce Skills Qualifications (WSQ) skills framework for ICT.

The course, which has been enhanced with an expanded curriculum and more rigorous assessments, will cover the following areas:

- Introduction to the PDPA
- Role of DPO
- Develop a process for dispute resolution
- Managing data breaches
- Data Protection and Do Not Call Provisions
- Create an organisation's data inventory map (DIM) and identify possible areas of non-compliance
- Training and communications to staff for compliance to data protection provisions
- How to use the complimentary PDPA Online Assessment Tool for Organisations (PATO) to help improve data protection policies and practices

## BENEFITS

**1** Learn about the key concepts and obligations of the PDPA and understand what needs to be done to facilitate compliance.

**2** Obtain a WSQ Statement of Attainment (SOA) issued by SkillsFuture Singapore (SSG) upon successful completion of course and assessments.



**3** **SSG Funding\***  
For more information for employer-based training please visit:  
<https://www.ssg.gov.sg/programmes-and-initiatives/funding/funding-for-employer-based-training.html>

For self-sponsored individuals please visit:  
<https://www.ssg.gov.sg/programmes-and-initiatives/training-grants/self-sponsored-training-for-individuals.html>  
or contact SSG at 6785 5785 to find out more.

*\*Only Singaporeans and Permanent Residents are eligible for funding. SSG funding is not applicable for the courses conducted by the Singapore Academy of Law (SAL). Please contact SSG at 6785 5785 to find out more about the types of funding available.*

# Get started on your learning journey today!

Contact any of the SSG approved training providers below for more information about the course.

TRAINING PROVIDER	CONTACT	EMAIL	WEBSITE
Acctrain Academy Pte Ltd	8299 1132	enquiry@acctrainacademy.com.sg	<a href="http://www.acctrainacademy.com.sg">www.acctrainacademy.com.sg</a>
Adept Academy Pte Ltd	6602 8282	management@adeptacademy.com	<a href="http://www.adeptacademy.com">www.adeptacademy.com</a>
Ascendo Academy Pte Ltd	6398 0067	serene@ascendo.sg	<a href="http://www.ascendo.sg">www.ascendo.sg</a>
Assure Safety Pte Ltd	6684 9133	enquiry@assuresafety.com.sg	<a href="http://www.assuresafety.com.sg">www.assuresafety.com.sg</a>
Bells Institute of Higher Learning Pte Ltd	6473 3936	kelvin@bells.sg	<a href="http://www.bells.sg">www.bells.sg</a>
Everest Innovation Pte Ltd	6648 4439	enquiry@everesti.com	<a href="http://www.everesti.com">www.everesti.com</a>
LearnCollab Pte Ltd	8139 0478	enterprise@learncollab.com.sg	<a href="http://www.learncollab.com.sg">www.learncollab.com.sg</a>
Lloyd McGill	6352 1566	admin@lloydmcgill.com	<a href="http://www.lloydmcgill.com">www.lloydmcgill.com</a>
NTUC Learning Hub Pte Ltd	6336 5482	pme@ntuclearninghub.com	<a href="http://www.ntuclearninghub.com">www.ntuclearninghub.com</a>
QuESH Consultants	6316 6602	sales@quesh.com.sg	<a href="http://www.queshconsultants.com">www.queshconsultants.com</a>
Service Quality Centre	6376 0777	learning@sqcentre.com	<a href="http://www.sqcentre.com">www.sqcentre.com</a>
SIM Professional Development	6248 9419	funded-prog@sim.edu.sg	<a href="http://www.pd.sim.edu.sg/skillsfuture">www.pd.sim.edu.sg/skillsfuture</a>
Singapore National Employers Federation	6827 6927	trg@snef.org.sg	<a href="http://www.snef.org.sg">www.snef.org.sg</a>
Singapore Polytechnic	6772 1288	pace@sp.edu.sg	<a href="http://www.pace.sp.edu.sg">www.pace.sp.edu.sg</a>
Temasek Polytechnic – Security Industry Institute	6225 5744	sii@tp.edu.sg	<a href="https://www.tp.edu.sg/sii">https://www.tp.edu.sg/sii</a>
Tertiary Infotech Pte Ltd	6100 0613	enquiry@tertiaryinfotech.com	<a href="https://www.tertiarycourses.com.sg/">https://www.tertiarycourses.com.sg/</a>
Web Learning Resources Pte Ltd	6970 9606	ask@weblearningresources.sg	<a href="https://weblearningresources.sg">https://weblearningresources.sg</a>