

BM WSQ: Fundamentals of The Personal Data Protection Act

*Participants will be awarded the **Statement of Attainment for BM WSQ: Facilitate Compliance with Legislative and Regulatory Requirements** upon successful completion of the course.*

Introduction

The Personal Data Protection Act (PDPA) establishes a new general data protection law in Singapore which governs the collection, use and disclosure of individuals' personal data by organisations. The Personal Data Protection Commission (PDPC) is established under the PDPA with the key functions, amongst others, of promoting awareness of data protection in Singapore and administering and enforcing the PDPA. The course will give course participants a good overview and understanding of the PDPA and how it may be applied to the organisations for compliance.

Target Audience

Compliance Managers, Human Resource, Admin, IT personnel, Sales and Business Development Personnel who need to be involved in data protection matters.

Course Outline

- ✓ Legislative and regulatory requirements under the PDPA that organisation has to comply with
- ✓ The nine obligations under the PDPA
- ✓ Definition of key terms such as 'personal data', 'business contact information', and 'data intermediaries'
- ✓ Assess the organisation's internal policies and procedures to ensure compliance
- ✓ Intro to Data Protection Frameworks around the World
- ✓ Managing Data Breaches
- ✓ Develop data inventory map & a process for handling complaints
- ✓ A training and communications plan for staff

Methodology

This course will comprise group discussions, activities and short lectures.

Date	4-5 April 2019
Duration	2 days, 9am to 6pm (16hrs)
Course Venue	PMAS Academy Print Media Hub @ Paya Lebar iPark 61 Tai Seng Avenue #05-14 Singapore 534167

You may go to the following link: <https://goo.gl/wtk2N> to register!

- ❖ **50% Course Fee Subsidy, cap \$15/hr**
- ❖ **90% Course Fee Subsidy, cap \$50/hr for SMEs / Singapore Citizens aged ≥ 40 yrs**
- ❖ **95% WTS funding**
- * **Absentee payroll is applicable**

	SCs/ PRs	SMEs/ SCs ≥ 40 yrs	WTS
Full fee (include 7% GST)	\$535.00		
Training grant	\$240.00	\$450.00	\$475.00
Amount payable after training grant (inclusive 7% GST)	\$295.00	\$85.00	\$60.00

Absentee Payroll:

80% of hourly basic salary, capped at \$4.50/hr

For SMEs, enhanced absentee payroll funding available at 80% of hourly basic salary, capped at \$7.50/hr

*SMEs are defined as companies with:

- (i) at least 30% local shareholding; AND
- (ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

Workfare Training Support (WTS) Scheme:

Singapore Citizens aged ≥ 35 years & earning ≤ \$2,000/ month are eligible for 95% course fee subsidy. Companies can also apply for absentee payroll at 95% of hourly basic salary.

Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Has not enjoyed funding for the same course before
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Companies are to submit application via www.skillsconnect.gov.sg to enjoy the funding