

Pay a financial penalty of an amount not exceeding **S\$1 million** for non-compliance?

Setting Up a Compliance Framework & Training of Data Protection Officers (DPOs)

Programme Synopsis

The Personal Data Protection Act (PDPA) 2012 governs the collection, use and disclosure of personal data by organization. Each organization has to appoint an individual to be the Data Protection Officer (DPO) who will manage the company's compliance to the law.

Many DPOs are unaware of the responsibilities that come with the title and does not realise the impact of this law on their operation. As a DPO, they have to carry out these duties:

- ✓ Ensure that the organisation obtains consent for the collection, use and disclosure of the personal data;
- ✓ Conduct a privacy risk assessment to protect the personal data under their care;
- ✓ Develop a compliance manual;
- ✓ Observing the DNC rules.

What to expect from this training?

- ✓ Understand a DPO's role and responsibility
- ✓ Learn the life cycle of data and how to protect it
- ✓ Learn how to conduct a privacy risk assessment
- ✓ Learn how to develop a compliance manual

Training Session Details

Date : 30 September 2014, Tuesday
Time : 9 am to 5 pm (*Registration starts at 8.30am*)
Venue : 2 Bukit Merah Central Room 302
Fees : \$899

Organisations can enjoy 400% tax deductions and/or 60% cash payout of total training expenditure under the Productivity and Innovation Credit (PIC) scheme. Terms and Conditions apply. For details, please check out [IRAS website](#).

Closing date: **22 September 2014**
or when all seats are filled.



Personal data – information that can identify who we are – is private & confidential.

About The Trainer

Mr Yeo Teck Keng is a Chartered Accountant, Singapore and an accredited tax practitioner for Income Tax and Goods and Services Tax (GST). As a qualified professional, he has been advising clients on complying with various law such as Companies Act, Income Tax and Personal Data Protection Act. Teck Keng is currently one of the managing partner of YTK Corporate Advisory Pte Ltd, advising organisation on privacy risk assessment and PDPA compliance matters.

“Setting up Compliance Framework and Training of Data Protection Officer”

Programme objectives

1. To train Data Protection Officers on complying with the Personal Data Protection Act (PDPA)
2. To get companies up-to-speed with the compliance process by providing DPO with risk assessment templates
3. To learn how to develop a compliance manual.

Intended for

This seminar is intended for those who are appointed as DPOs and enhance their knowledge on how to comply with the Personal Data Protection Act. This training session will help to put the required compliance processes in place for the organisation.

Programme outline

- ✓ Overview of PDPA and the 9 Obligations as required by the Act
- ✓ Understanding the Do Not Call (DNC) Provisions
- ✓ Understand the privacy risks and how to manage them
- ✓ How to develop a PDPA Compliance Manual?

Terms & Conditions

1. All notice of withdrawal must be given in writing before the issuance of letter of confirmation. Once confirmation letter is sent to participant, no cancellation will be allowed or penalty charges will apply
 - At least 1 week before commencement of the course, a 20% of the full course fee will be charged.
 - Less than 1 week before commencement of the course, a 40% of the full course fee will be charged.
 - No show on the scheduled date, a full course fee will be levied.
2. When a course is cancelled under unforeseen circumstances, participants are allowed to defer the intake at no cost or withdraw from the course; under such situation, a full refund of the advance payment will be made.
3. Notice of change in participant's name must be given in writing, not less than 3 days before the course commencement date.

Note: YTK reserves the right, at our sole discretion, to change, modify or otherwise alter these terms and conditions at any time. Such modifications shall become effective immediately upon the posting thereof.

"Setting up Compliance Framework and Training of Data Protection Officer"

BILLING ORGANIZATION

Organization Name

Street Name

Block / Building/ House Number

Unit Number

Postal code

PARTICIPANT'S PARTICULARS:

Suffix

Participant's name

Position /Job title

Participant's Email

Participant's Work Number

Participant's Mobile Number

Contact Person (if other than participant)

Contact Person's E-mail

Contact person's number

Contact Person's Mobile Number

Payment of total fees: Cheque payment only

Please make payable to "YTK CORPORATE ADVISORY PTE LTD".