

First 100 Days of a Newly Appointed DPO (Data Protection Officer)

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Conducted by



Who Should Attend

This course is intended for newly appointed Data Protection Officers (DPOs) or staff appointed to perform Data Protection functions.

Course Overview

With more business going online and digital in the current pandemic, there is a greater need for stronger Data Protection (DP) capability in businesses. As such, the DPO (Data Protection Officer) in companies need to be properly trained with the necessary DP knowledge and skills to carry out their functions in line with the Personal Data Protection Act (PDPA).



Course Objectives

At the end of the course, participants will be able to

- Define the scope of PDPA coverage for their organisation
- Assess DP gaps in their organisation
- Equip themselves with a set of toolkits for them to implement quick-wins
- Know how to develop a DP notice and SOP for access request
- Apply a technique to embed DP policies and practices as an integral and coherent part of business operations
- Overview of risks associated with data protection
- Have an appreciation of how to work better with the authorities
- Know what else can be done to continue with the PDPA journey in their organisation

Course Schedule

BATCH	CLICK ON URL FOR DATES
2021A	First 100 Days of a Newly Appointed DPO (for NPOs) https://actdpi.trainingsystemsg.com/TMS/courses/5
2021B	First 100 Days of a Newly Appointed DPO https://actdpi.trainingsystemsg.com/TMS/courses/1

Course Instructor

Loh Yong Chye (CEO & Co-founder ACT:DPI/CIPM/ACLP).
Chief trainer for SGUS-DPO programme and specialises in PDPA training. Previously worked as Deputy Director at the Personal Data Protection Commission (PDPC) responsible for data protection ecosystem development.

Delivery Format

Virtual Live Class comprising of

- 3 full-day training sessions
- 2 webinars & 2 coaching sessions
- 2 project assignments

Certification

- Certificate of Completion will be issued for participants who successfully complete the course.
- Must achieve at least 75 % attendance and completed 2 project assignments satisfactorily.

ACT:DPI Pte Ltd reserves the right to make changes to this course or improvements to any of the products described in this document without prior notice.

Course Fee

	Individual sponsored	Company sponsored
Full Course Fee	\$1,990 nett or \$1,440 nett ¹	
Singapore Citizens or Permanent Resident	\$995 or \$720 nett ¹	
NTUC Member aged 40 years and above	Enjoy UTAP ² benefits of up to \$500	-
NTUC Member aged below 40 years	Enjoy UTAP ² benefits of up to \$250	-

Course fees of \$1,990 to be paid upfront. \$995 will be reimbursed back to the individual/company upon successful completion of the course. Participants will need to fulfil course outcomes and show documentary proof of outcomes.

¹ Special course fee of \$1,440 for NCS registered charities, IPCs, non-profit organisations. After e2i's 50% subsidy, payable course fee is \$720.

² Can claim for Union Training Assistance Programme (UTAP) benefits, subject to above cap, upon successful completion of the course, AND must be union member throughout the course duration and at the time of the claim. Must not receive any other funding from government sources

Pre-requisites

- **Course pre-requisite:** Attended BM-WSQ Fundamentals of the PDPA Act (FoPDPA) and attained the Statement of Attainment (SOA) from SkillsFuture Singapore (SSG)
- **Funding pre-requisite:** Appointment letter from your organisation indicating you are appointed to perform data protection function in your organisation:
 - Data Protection Officer (DPO) and/or
 - Holding multi-skilled role in company (including DPO role) and/or
 - Taking on DP project implementations

Course Registration

- For more details, visit us at <https://actdpi.trainingsystemsg.com/TMS/> or email info@actdpi.com.