

TRAINING PROVIDER	
Singapore Professionals' and Executives' Cooperative Limited	
COURSE INFORMATION:	
Course Title	Become a Competent Data Protection Officer beyond the Fundamentals
Language	English
Course Duration	2 days (14 hours / 9am to 5pm)
COURSE OUTLINE:	
Course Overview & Objectives	<p>This course is developed with the sole purpose of empowering appointed Data Protection Officers (DPOs) of Small and Medium Enterprises, especially the smaller ones to take immediate steps to help their organization to be accountable for personal data and thus comply with the PDPA.</p> <p>The appointed DPOs of smaller SMEs will often be double (or triple) hatting and will also be undertaking another key role in their organization like Human Resources, Finance or even IT. Thus, this course will relate to them directly and help them to apply what they are doing to and expand their skills to become a competent DPO for their organization and be able to manage the personal data in the organization and ensure compliance with PDPA regulations.</p>
Key Topics Covered	<p>This course explores the following subjects in depth:</p> <ul style="list-style-type: none"> • Revise key obligations of the PDPA in Singapore • Recognise importance of GRC – Governance Risks and Compliance • Update on the amendments of the PDPA (circa 06 Oct) • Review guidelines of development of a Data Protection Management Program • Develop policies and response plans as part of the DPMP • Recognize some common privacy threats
Learning Outcomes	Upon successful completion of the course, learners will be well equipped with the knowledge of PDPA and better able to relate and apply what they learn to expand their skills to become competent DPO for their organization and be accountable for the personal data in the organization to ensure compliance with PDPA regulations.
Learning Methodology	The workshop is delivered in an interactive learning setting and offers the opportunity to apply concepts in a risk-free environment with simulated exercises and practices; mini case studies; trainer-facilitated group sharing and discussions, self-reflection and action planning; etc.
Who Should Attend	Managers (Human Resource, IT, Finance), Appointed Data Protection Officers, Independent Consultants, Business Owners & Self-Employed.