

Course Title: PDPA Compliance for HR

Learning Overview

As the nature of a HR function is to handle personal data on a daily basis. Their biggest challenge is to ensure employees comply with its personal data protection policies to fulfil their functions and operations.

Organisations need to be ready and prepare to fulfil all obligations under the Personal Data Protection Act (PDPA). Any breach of the PDPA provisions is subject to both criminal and civil action taken against them.

Learning Objectives

At the end of this workshop, participants would have acquired knowledge on:

- Introduction to Information Security Management and how PDPA is a part of it
- Implication of PDPA and the HR function
- Roles and responsibilities of Data Protection Officers
- Identify gaps and review HR practices to ensure compliance to PDPA obligations
- Advocating awareness for personal data protection in your organisation

Learning Outline

The workshop encompasses of:

- PDPA's 9 obligations and DNC registry
- PDPC's directions and movements
- Reviewing case studies from Personal Data Protection Commission (PDPC)
- Mapping out the Data Inventory Map
- Maintaining and sustaining personal data compliance
- Methods on spreading awareness on PDPA
- Developing an awareness campaign
- Developing a data breach escalation process
- Information Security management in the office environment

Who Will Benefit

HR Managers, Administrators, Executives, Data Protection Officers and those who handle personal data on a daily basis.

Course Duration:

1 day (8 hours)