

Data Protection Series

Fundamentals of the Personal Data Protection Act

08-09 July 2020

9.00am - 6.00pm

Stamford 1, #08-08, The Adelphi, 1 Coleman Street, S179803

Outline

The Personal Data Protection Act (PDPA) has come into effect since 2 July 2014. Besides complying with the new law, organizations also need to know how to safeguard their interests as well as the interests of their customers, clients, employees and agents. This updated two-day holistic programme will include an introduction to global Data Protection origins and practices, a sampling of procedures in event of a Data Breach and will continue to provide Data Protection Officers (DPOs) and any other professionals working with personal data with an understanding of the key concepts and obligations of the PDPA, including the following areas:

The 9 obligations under the PDPA;

- Definition of key terms such as “personal data”, “business contact information”, etc.
- Application of the PDPA on existing data and other existing laws;
- Do Not Call Provisions; and
- Appointment of DPOs.

The format of this two-day programme includes a combination of interactive lectures on basic PDPA practices, interactive discussion and analysis of cases involving relevant, real-world data protection issues. Class size for this programme is strictly capped to enable optimal interaction between learners and the facilitator.

Programme Highlights

- Learn from a Legal Professional the key concepts and obligations of the PDPA and understand what needs to be done to ensure compliance with the PDPA.
- Learn to develop data protection guidelines and processes for organizations.

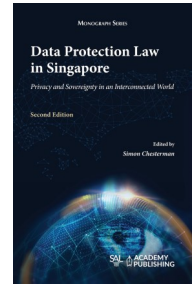
Who should attend?

Data Protection Officers (DPOs), Paralegals, Secretaries and anyone who comes into contact with personal data in the course of their work; such as Human Resource, Marketing, I.T., Customer Service and Operations.



The SAL ed:VANTAGE

- Programme Facilitators are legal practitioners who are well-placed to provide legal answers to questions raised during the programme.
- Panel Session by Lawyers.
- The book “Data Protection Law in Singapore – Privacy and Sovereignty in an Interconnected World” written by a distinguished panel of authors, is exclusively available in this programme.



Facilitator



Mr See Chern Yang

Director, Dispute Resolution
Drew & Napier LLC

Chern Yang is a banking and commercial matters litigator and also has extensive experience as a mediator.

Chern Yang has expertise in secured and unsecured facilities, debt recovery, bankruptcy and insolvency. Aside from banking litigation, Chern Yang has advised on a wide spectrum of issues such as defamation, contractual claims, medical and other professional misconduct or negligence, and landlord-tenant disputes. He also has experience in corporate commercial matters such as breach of fiduciary duty and shareholder disputes.

Chern Yang has also advised and acted for clients on issues pertaining to divorce, annulment and judicial separation and other ancillary matters such as custody, care and control of children, maintenance and division of assets.

He has also advised clients on data protection matters arising out of the application of the Personal Data Protection Act (PDPA) both in Singapore and as part of a global policy. He conducts training workshops, both in-house for clients as well as public workshops with the Singapore Academy of Law, to equip Data Protection Officers and other participants with the knowledge and skills for compliance with the PDPA.

Chern Yang is a proficient mediator and was one of the youngest to be appointed as a Principal Mediator and Fellow of the Singapore Mediation Centre. He regularly teaches mediation and has done so for the Judiciary in Brunei, Thailand and Myanmar.

Registration SGD 577.80 (Inclusive of 7% GST)

Register online at www.sal-e.org.sg

Register by 1 July 2020

For 3 or more registrations, please email saltraining@sal.org.sg.

Terms and Conditions

- Registration for the event may be made:
 - a) online at www.sal-e.org.sg with a Visa or Master card
 - b) online through a firm’s/organisation’s Online Purchase Co-ordinator (OPC)
- Utilizing SkillsFuture Credits: Please refer to SAL’s Standard Terms & Conditions.
- Any cancellation must be made in writing before the closing date (1 July 2020).
- A refund will be given subject to an administrative fee of S\$21.40 (inclusive of GST). There will be no refund for any cancellation after the close date (1 July 2020).
- For enquiries, please call Tel: (65) 6332 4388 or email saltraining@sal.org.sg. SAL’s registration terms and conditions apply.

Important Notes

- Learner’s organisation must be registered with Workforce Singapore (WSG) in order for your funding to be applicable.
- For more details on the funding of courses and applicable funding for this programme, please see <http://www.ssg-wsg.gov.sg/employers.html?activeAcc=3>.
- Course fee funding ranges from 50% to 90%.

LIFTED KEY	
Legal Support	● Legal Operations
TrainingLevel: Foundation	

NEW REGISTRATION

RE-ASSESSMENT

PLEASE COMPLETE THE FORM (ALL FIELDS) IN CAPITAL LETTERS

PART A: COURSE DETAILS

Course Title : _____

Start & End Date : _____

Any prior training in this area?

 Yes No**PART B: LEARNER'S DETAILS**

Full Name (as in NRIC) : _____

NRIC/FIN/Passport No. : _____

Gender :

Male

 Female

Email Address : _____

Race : _____

Nationality : _____

Job Title : _____

SkillsFuture Credit _____

Amount to be claimed _____

(for Self-Sponsored only) : _____

Date of Birth : _____

Highest Qualification : _____

Contact (HP) : _____

PART C: BILLING DETAILS

Billing Company Name : _____

Billing Contact Number : _____

Billing Contact Email : _____

Billing Address : _____

PART D: DECLARATION

I affirm that all information given in this registration form is true and accurate to the best of my knowledge, and that I have not deliberately omitted any relevant fact. I understand any false or misleading declaration shall make me liable for disqualification, or if already admitted, for expulsion from the programme without any refund of fees paid.

- I consent to the use and disclosure of the personal data provided in this form : (a) to SAL and its subsidiaries, its respective agents and authorised service providers, for the purposes of receiving and providing relevant information about SAL group including its programmes, products and services; and (b) to SkillsFuture Singapore (SSG) as part of the funding conditions and I am aware that I am required to participate in SSG surveys. I understand that the penalties for non-compliance include (i) revocation of Grant, (ii) suspension or (iii) withholding of payment by SSG.

All the terms and conditions have been read and affirmed. I agree to comply and abide by the decision of SAL concerning this application. (Refer overleaf for details of the Terms and Conditions)

Signature of Applicant: _____

Signature of Billing Contact with
Company's Chop: _____

Date: _____

Date: _____

Important Notes and Terms & Conditions

1. Registration

- a. Registration must be made
 - i. online at www.sal-e.org.sg with Visa or Master card
 - ii. online through [Online Purchase Co-ordinator \(OPC\)](#)
 - iii. all online registrations would need to be accompanied by manual registration forms. SAL Training needs relevant information for the purpose of meeting the WSQ requirements.
- b. SAL Training will process the registrations and will send class details via a Class Commencement email at least one week before the class start date.
- c. Cheque payment is only allowed for 3 or more registrations, please email SAL Training at saltraining@sal.org.sg

2. SkillsFuture Credit

SkillsFuture Credit (SFC) aims to encourage individuals to take ownership of their skills development and lifelong learning. Self-sponsored Singaporeans aged 25 and above can use their S\$500.00 from January 2016 to pay for a wide range of approved skills-related courses. SAL will not process registrations for SFC for company's reimbursement. All invoices will be made to individuals. Visit SFC [website](#) for more information.

If you would like to use your SFC, kindly email SAL Training @ saltraining@sal.org.sg. After SAL Training has issued you with the invoice, you are to submit it to SFC sixty (60) days before the class start date. If SAL did not receive any confirmation from SSG regarding the claim one week before the class start date, you are to pay the course fee in full to SAL on the first day of the class. For more details, please refer to [SAL Terms and Conditions](#).

3. Post-class Survey

- a. SAL is required to submit your personal data to SkillsFuture Singapore (SSG) in order for them to send quality survey questions to you after completion of a course.
- b. SAL may also conduct a survey with you three (3) months after the course.

4. Assessment

- a. Learners are advised to be punctual on the day of the assessment, as he/she will be barred from taking the assessment if they are late.
- b. If the learners are found cheating, SAL reserves the right to take necessary actions including assessing them as 'NYC' or 'Not-Yet-Competent'.
- c. If the learners are 'NYC' and wishes to appeal, he/she has to write the appeal to SAL Training at email saltraining@sal.org.sg within seven (7) calendar days from the result and submit the Review of Assessment Grade Form. The fee to conduct the appeal is S\$ 214.00 (inclusive of GST).
- d. If the appeal is successful, a fresh round of assessment will be conducted and S\$ 107.00 (inclusive of GST) will be refunded.
- e. If the appeal is unsuccessful and the learner would like a re-assessment, an additional fee of S\$ 107.00 (inclusive of GST) will be charged.

5. eStatement of Attainment (eSOA)

- a. SAL will submit the assessment results to SSG within seven (7) calendar days from the class.
- b. SSG will process and issue the eSOA to the learners' email addresses.
 - i. In order for SSG to process the eSOA, learners' personal data such as Full Name (as in NRIC/FIN/Passport), NRIC Number, Date of Birth and etc will be required.

6. Refund

- a. No refund of fee is available except for withdrawal made prior to the Class Commencement email; or withdrawals made after the invoice is made but more than 30 calendar days from the class start date ('permitted refund'). Permitted refund will be based on the full course fee net of SAL admin fee of S\$ 21.40 (inclusive of GST).
- b. There is no refund for no-show, who shall be required to make full course fee and GST, if payment was not received.

7. Replacement

- a. A learner who is unable to attend the class which has not commenced may be replaced with another learner provided that details of the new learner, together with a request for replacement is written to saltraining@sal.org, at least seven (7) calendar days before class start date.
- b. A learner cannot replace the registered course with another course, or replace the registered class with another session of the same course.

8. Administration Fee

- a. SAL will levy an administration fee of S\$ 21.40 on approved refunds and replacements.

9. Change

- a. SAL reserves the right to cancel any scheduled class, change the venue, facilitators, trainers, class dates, revised the programme or fees should circumstances so warrant.

10. Intellectual Property (IP)

- a. The contents and materials provided in as part of a course are the IP of SAL and/or its partners, consultants, trainers and guest speakers, may not be disseminated or reproduced in any format; and are for learners' personal, educational and non-commercial use only.

11. Photography & Video Recording

- a. SAL may take photographs & Video Recording during the class for use in SAL's marketing collaterals and other publicity purposes.

12. By registering for the course, you abide the [SAL's Terms and Conditions](#).