

24 January 2019

1 COLEMAN STREET #10-06
THE ADELPHI
SINGAPORE 179803



57026

Dear Sir/Madam,

Appoint a Data Protection Officer

Do you know that it is mandatory to appoint a Data Protection Officer (DPO) under the Personal Data Protection Act (PDPA)?

Your DPO can help drive the integration of personal data protection into your business processes, foster a data protection culture within the organisation, reduce your risk of data breaches and enhance trust and goodwill with your customers. You may refer to www.pdpc.gov.sg/dpo to better understand the roles and responsibilities of a DPO and for guidance on who you should appoint. The appointed DPO should be part of the management team, or at least have a direct line to management.

For organisations with manpower or capability constraints, you may consider outsourcing the operational DPO functions to DP service providers. You may refer to the list of DP service providers at www.pdpc.gov.sg/dp-services if you wish to obtain outsourced DPO functions' services. While DPO functions can be outsourced, your organisation continues to be accountable in ensuring compliance with the PDPA.

Once you have appointed your DPO, you are strongly encouraged to register him/her with us at www.pdpc.gov.sg/dpo-contact so that your DPO can keep abreast of personal data protection developments.

We look forward to connecting with your organisation. Thank you.

Yours Sincerely,

Yeong Zee Kin
Deputy Commissioner

Free¹ DATA PROTECTION (DP) ADVISORY SESSIONS to kick-start your DP journey!



Innovative and responsible use of data can provide competitive advantage through new service offerings, as well as increase consumer confidence in an organisation.

To help Small and Medium Enterprises (SMEs)² and Non-Profit Organisations (NPOs)³ in Singapore use personal data responsibly, the Personal Data Protection Commission (PDPC) has appointed a panel of DP Advisors to provide guided support and assistance.

Basic Advisory Session



Spend an hour with our DP Advisor to:

- ✓ Learn about your data protection obligations;
- ✓ Uncover potential data protection gaps in your business processes;
- ✓ Locate useful data protection resources; and
- ✓ Find out more about financial assistance schemes available.

Step-Up Advisory Session



Spend two hours with our DP Advisor to get more in-depth, targeted advice tailored to your organisation's key business processes.

SUBMIT YOUR REQUEST AT
www.pdpc.gov.sg/dp-advisory!

Please email us at industry@pdpc.gov.sg should you have any query.



¹ Each SME or NPO may sign up for 1 free basic and 1 free step-up advisory sessions.

² SMEs refer to companies registered and operating in Singapore, have a minimum of 30% local shareholding and group annual sales turnover of \$100 million or less, or group employment of up to 200 employees.

³ NPOs refer to Voluntary Welfare Organisations (VWOs), Non-Governmental Organisations (NGOs) and Societies.