

Workplace and
Employment
Law SERIES

RHT 

The Personal Data Protection Act and Its Practical Applications for HR Practitioners

Learning Objectives

- The personal data of employees are protected under the PDPA. Hence, HR Practitioners are obliged to have a working understanding of obligations that are set out under the PDPA. This course focuses on how HR Practitioners can navigate their activities in compliance with PDPA; and how they can help enable employees of their organisation to also comply with the PDPA.

At the end of the course, Learners will be able to:

- Understand the background of the PDPA and its application
- Comply with the key obligations of the PDPA and its impact on HR activities
- Understand the enforcement actions that can be taken by the PDPC
- Advise employees as to their rights and obligations under the PDPA.



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6 Hours



Virtual



S\$ 500 nett



REGISTRATION

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What will be Covered

Introduction to PDPA - Background

- What is personal data;
- What is covered by the PDPA;
- Who needs to comply with PDPA

Key Obligations under the PDPA and how HR activities are impacted (Collection, Use and Disclosure of Personal data):

- Accountability - Employment contract;
- Employee handbook
- Consent, Notification, Purpose Limitation - Collection of employee's data and use of those data

Key Obligations under the PDPA and how HR activities are impacted (Care of Personal data):

- Accuracy - Keeping employee's data up to date, accurate and complete
- Protection - Restrictions on the access of employee's data
- Retention Limitation - Duration for keeping job applicant's and ex-employee's data
- Transfer Limitation - Use of cloud to store and process employee data

Key Obligations under the PDPA and how HR activities are impacted (Employee's autonomy over Personal Data):

- Access and Correction - Employee's rights over their personal data
- Data Breach Notification Obligation - Whether PDPC need to be notified when there is unauthorised access to employee's data

Special topics

- collection of NRIC
- photography

Role of a Data Protection Officer

Enforcement by the PDPC; Penalties and Fines

About the Trainer

Norainni Rahman

A corporate consultant specialising in personal data protection and also a trainer, specifically training in Personal Data Protection topics, Norainni has trained members of the public as well as managers from several large organisations on privacy laws. She advises business entities on compliance with the Personal Data Protection. Norainni is also ACTA and DACE certified. She is a Fellow in Information Privacy (FIP), and is a Certified Information Privacy Professional/Asia (CIPP/A), a Certified Information Privacy Professional/Europe and a Certified Information Privacy Manager (CIPM).



About the Academy

The Academy is a subsidiary of **VRSE Asia Holdings (VRSE Asia)**. VRSE Asia is part of **ONERHT**, an integrated multidisciplinary professional services firm with a network of trusted partners and market specialists across 16 countries.

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