

HRSINGAPORE



PDPA for HR Professionals Workshop

- 11 May 2016

Introduction

The PDPA (Personal Data Protection Act) is a data protection law comprises of various rules governing the collection, usage, disclosure and protection of personal data. It recognises the rights of an individual to protect their personal data from misuse, including rights to access and correction of personal data.

As HR practitioners often handle and come across employees and job candidates' personal data, it is critical they understand how the PDPA can affect their work and policies. Thus, HR practitioners needs to review and re-evaluate existing HR polices and processes in order to align with the Act.

Key areas of HR functions include Recruitment & Selection, Benefits and Compensation, Training and Development, Employee Relations, Workplace Safety and Health, Compliance and more will have to ensure compliance of the PDPA, if they collect, use and or share employees'/ potential employees' data.

Though it is essential to utilise these personal data for specific purpose/s, other obligations such as protection and retention must be adhere to. Any breach of the PDPA provision will attract both criminal and or civil action taken against the organisation.

Course Objectives

- 9 key obligations of the PDPA and Do Not Call Provisions.
- Key Exemptions of the PDPA.

- Implication of PDPA and HR function.
 - Identify and review HR practices/ processes to ensure compliance.
 - Develop internal data protection policies and communication plans.
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Course Outline

- Introduction to PDPA, 9 key obligations and DNC registry.
- PDPA exemptions under Schedule 2 of the PDPA.
- Roles and responsibilities of HR Managers and Personal Data Protection Officer.
- How to conduct personal data inventory for HR department and mapping existing processes with PDPA obligations.
- Development of internal data protection policies and conduct staff communication.

For details, please click on: <http://hrsingapore.org/pdpa/>

Who Should Attend

HR Managers, Administrators, Executives, Data Protection Officer and those training to be in HR profession.

Benefits of Attending This Course

Provides insight of the PDPA through interactive learning and sharing of best practices.

Build employees and consumer confidence by enhancing organisational efficiency and productivity.

Trainer

Leslie Lim stands at the forefront of the fastest moving adult education industry. He spent the past five years transforming behaviours and mindset of his participants, providing them with a set of attributes to enhance and excel in their undertakings.

Being an assiduous adult educator, Leslie has championed the significance of continuous learning to his consumer customers; he has been awarded top 10 associate trainers by the Singapore Institute of Retail Studies in year 2014.

Following his passion in adult education, Leslie embarked onto consultancy works and training in Personal Data Protection Act. Leslie conducts PDPA compliance assessment/ training with businesses, review and provides follow up and corrective measures to his clientele to ensure compliance with the PDPA. Managing PDPA compliance is cross functional, and hence Leslie is familiar with processes of HR, Marketing, Operations, Finance, Administration, IT, Facility & Security.

Some of the organisation that has been trained by Leslie include The Polyolefin Company, Sumitomo Groups of Companies, One Degree 15 Marina Club, The Tanglin Club, Laguna Golf & Country Club, Best Denki, Richemont Luxury, The Chevron Club, Raffles Marina Club, Hotel Royal @ Queens, Metta Welfare Association, Sincere Watch Group, C Melchers, A*Star.

Throughout his 9-years tenure with Mobil Oil/ ExxonMobil, Leslie has built a reputation for achieving business objectives, incubating new operational models. Besides meeting sales objectives, he is also primarily responsible for hiring & recruitment, training & development, execution of workplace safety and health policies & procedures and loss prevention system.

Embracing the core values of integrity, innovation, and growth, Leslie is offered the opportunity to move on to the management of Cheers Holding (subsidiary of FairPrice) in 2007. He held the position of Area Manager, where his leadership is further extended to the responsibilities of guidance and supervision of clusters of convenience stores.

Leslie holds a Bachelor of Science (Honours) degree in Entrepreneurship and Management. He has also attained the Advance Certificate in Training and Assessment.

Administrative Details

Date

- 11 May 2016

Duration

- 9 am to 5.30 pm

Cost

- S\$750 for [Community](#) Subscribers
- PIC Claimable

Certificate

Certificate of Attendance will be awarded upon attendance and successful completion of the workshop.

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