

ACCOUNTABILITY TO INDIVIDUALS

OPENNESS

Assure your customers and earn their trust by adopting good data protection practices today!

OPENNESS OBLIGATION

Appoint a Data Protection Officer (DPO). Make available the contact details of the DPO and your organisation's personal data protection policies to the public.



Appointment of a DPO does not relieve organisation of any of its obligations under the PDPA. Legal responsibility for complying with the PDPA remains with the organisation.

- A Data Protection Officer(s) can be a dedicated role or an additional function;
- May or may not be an employee of the organisation;
- May or may not be physically present in Singapore but shall be readily accessible from Singapore.



TIPS FOR DPOs



Map out your organisation's personal data inventory. (E.g. Determining how, when and where your organisation collects personal data, the purposes for the data collection, and ensuring that consent has been obtained for the collection, use and disclosure of the personal data.)



Conduct a risk assessment and put in place data protection policies to mitigate those risks. (E.g. Organise regular internal audits and set up measures to respond to breaches.)



Develop personal data policies that comply with the PDPA and are suitable to your organisation's needs.



Conduct regular internal briefings on your organisation's personal data protection policies and protection.



Develop processes for handling queries or complaints from the public.

CLICK HERE



Subscribe to DPO Connect e-Newsletter today to receive updates on data protection news and events by clicking here!

Being transparent about the use and protection of consumers' personal data reinforces trust.



For more information, refer to the PDPC's Advisory Guidelines on Key Concepts in the PDPA at www.pdpc.gov.sg