

Learn how to put PDPA into Action for Charities and NPOs

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|---|----------------------|------------------------------|----------------------------|
| Day Date: Monday, 30 March 2020 | Venue: TBA | Start Time: 1.30pm | End Time: 5.30pm |
|---|----------------------|------------------------------|----------------------------|

DO NOT PUT YOUR ORGANISATION AS WELL AS YOUR CUSTOMER AT RISK BY NOT CARING AND PUTTING THE RIGHT SAFEGUARDS IN PLACE. IT IS MANDATORY FOR ALL BUSINESS TO LEGALLY COMPLY AND IT IS NOT AS SIMPLE AS ASSIGNING A DPO. DO NOT LEAVE IT UNTIL ITS TOO LATE.

PDPA Course Objectives

1. Introduction to PDPA
2. Develop a governance structure for your organisation
3. Practical hands-on training
4. Improve areas of non-compliance in business activities
5. Identify and develop the organisations' DPO team, internal policies and procedures
6. Be able to Implement procedures that are compliant under the PDPA for daily communication and transactions of personal information

PDPA Course Summary

This course will introduce and educate participants on how to comply with PDPA via hands-on learning. Topics includes fundamentals of PDPA, how you can apply legislative and regulatory requirements of PDPA, and how to prepare the processes, policies, and people to ensure compliance. The course will be conducted using case studies and software examples developed by subject matter experts for charitable organisations and NPOs.

Who Should Attend

The programme is suitable for the following students:

- Data Protection Officers (DPOs);
- Human Resource, Admin, IT personnel, Events Management, Marketing, Sales and Business Development Executive / Managers; and
- Any individual who handles and/or is involved in personal data management for their organisations

Trainer: Cindy Nguyen, Regit Pte Ltd

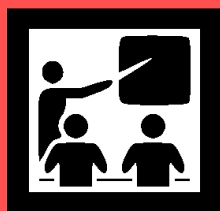
Cindy Nguyen co-founded Regit in 2015 as Data Protection Act compliance has become increasingly difficult for companies to operationalise. Educated at York University Canada, she has over 15 years' experience in IT development and consulting the marketing and business development for various sectors and capacities. Cindy is passionate about seizing innovation for businesses and bringing insights on personal data regulation for organizations to enable personal data protection and privacy hero in everyone.

Organised by:



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VWOs-Charities Capability Fund (VCF)

FEE PER PARTICIPANT (before VCF funding)
\$321.00 (including 7% GST)

| VCF funding is available for Board Members, Head, Management Staff and Manager of Charities | Funding Quantum | Fee Capped for VCF Funding (half-day course) |
|--|---------------------------------|--|
| Singaporeans / PRs \$321.00 - \$250.00* = \$71.00 inclusive GST (after VCF funding) | 80% of Course fee Singapore/PRs | \$250.00 |
| Employment Pass / Work Permit Holders / S Pass Holders \$321.00 - \$187.50* = \$133.50 inclusive GST (after VCF funding) | 60% of Course fee | \$187.50 |
| VCF REF NO: PAS00001995 For VCF Funding information, please refer to VCF Administrative Details. | | |

STEP 1: CHECK ELIGIBILITY FOR VCF FUNDING

VCF funding is eligible for permanent staff and volunteers who are board members. They must be from registered Charities/ IPCs. [Volunteers who are not Board members* are not eligible for VCF funding.]



* The grant covers local training courses, seminars in governance and management for Board members, heads and management staff of charities.



Click the following to read more on VCF Funding:

<https://www.charities.gov.sg/Grants/VWOs-Charities-Capabilities-Fund/Pages/VCF%20Training%20Grant.aspx>



Click here to submit VCF Funding:

<https://www.ncssapp.org.sg/ictswweb/ictswwebLogin.jsp>

VCF Ref No.: **PAS00001995**

Seminar Title: **PDPA Applied Course for Charities and NPOs**

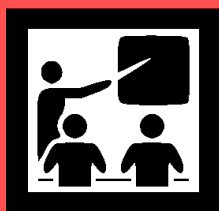
STEP 2: WORKSHOP REGISTRATION



Please register with Training Provider (CSIS) after you get the VCF Approval Email from VCF Secretariat.



The application should be submitted via CSIS Online Registration Link (Training Provider). Please log in to <http://tiny.cc/apkphz>



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ADMINISTRATIVE DETAILS

EVENT DETAILS

- Registration commencement time: 12.30pm (No lunch provided)
- Course commencement time (estimated): 1.30pm
- Course end time (estimated): 5.30pm
- One tea-break will be included.
- Parking coupons is NOT provided.

CERTIFICATE OF ATTENDANCE AND CPE POINTS

Participants will be presented with a **Certificate of Attendance** upon full participation and personal completion of the Course. This Course awards **4 CPE hours**.

VCF DETAILS

1. Participants will pay the training provider the net workshop fee (after VCF funding).
2. The training provider will claim the VCF approved funding directly from the VCF Secretariat.
3. Please attach the VCF Approval Email when you register for the seminar.
4. No funding will be given on/after the workshop commencement date.
5. Participants will not be entitled to VCF funding if CSIS does not receive the VCF Approval Email. Participants will then be asked to bear the full cost of the workshop, which is \$321.00 (inclusive of prevailing GST).
6. VCF Participant(s) closing date: Friday, 6 March 2020

WITHDRAWAL

Withdrawal of participation after the workshop confirmation has been sent out to the participant(s), the endorsing organisation will be liable to pay the full workshop fee to CSIS.

REPLACEMENT

- For replacement of participant, the VCF funding application will have to be re-submitted under the name of the replacement participant.
- Please do the re-submission before the workshop date and inform CSIS via email on the changes.
- No funding will be given on/after the workshop commencement date.
- Please re-submit your application via <https://www.ncssapp.org.sg/ictsweb/ictswebLogin.jsp>

ATTENDANCE

- To eligible for VCF funding, participants must achieve full participation by signing their attendance "in" and upon collection of the certificate of attendance at the end of the workshop.
- Signing the attendance registration is MANDATORY to be eligible for VCF funding.
- Participants or endorsing organisations will be liable for the full workshop fee if participants fail to meet the attendance and terms and conditions for VCF funding eligibility.

EVALUATION

- Participants with approved VCF funding must submit the completed evaluation form to CSIS at the end of the workshop. Submission of the evaluation form is MANDATORY to be eligible for VCF funding.
- If the completed evaluation form is not received at the end of the workshop, participants with approved VCF funding will have to bear the remaining workshop fee.

CANCELLATION

- CSIS reserves the right to change the date, time, and venue or cancel the workshop owing to unforeseen circumstances.