



# Learn how to put PDPA into Action for Charities and NPOs

<b>Day   Date:</b> Wednesday, 5th May 2021	<b>Platform:</b> Conducted online via Zoom	<b>Fees per person:</b> \$321.00 (Inclusive of GST)	<b>Start Time:</b> 9:00am	<b>End Time:</b> 6:00pm
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## 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 organisation and NPOs.

## PDPA Course Objectives

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

## 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 organisation

## 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.

To register:

Scan the QR code



OR



CLICK HERE  
TO REGISTER

## Organiser details:



Email: [events@csis.org.sg](mailto:events@csis.org.sg) (Nurul)  
[training@csis.org.sg](mailto:training@csis.org.sg) (Jun Yuan)  
Website: [csis.org.sg](http://csis.org.sg)



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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 (Full-day course)
Singaporeans / PRs <b>\$321 - \$256.80* = \$64.20 inclusive GST (after VCF funding)</b>	80% of Course fee Singapore/PRs	\$500.00
Employment Pass / Work Permit Holders / S Pass Holders <b>\$321 - \$192.60* = \$128.40 inclusive GST (after VCF funding)</b>	60% of Course fee	\$375.00

**VCF REF NO: PAS00002202**  
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://e-services.ncss.gov.sg/Login?ReturnUrl=%2F>

VCF Ref No.: **PAS00002202**

Course Title: PDPA Applied Course for Charities and NPOs - Second Run

### STEP 2: WEBINAR 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 <https://form.123formbuilder.com/5851751/>



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## Administrative Details

### EVENT DETAILS

- Registration commencement time: 8:00am
- Webinar commencement time (estimated): 9:00am
- Webinar end time (estimated): 6.00pm
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### CERTIFICATE OF ATTENDANCE AND CPE POINTS

Participants will be presented with a **E - Certificate of Attendance** upon full participation and personal completion of the Webinar. This Course awards **7 CPE hours**.

### VCF DETAILS

1. Participants will pay the training provider the net course 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 webinar.
4. No funding will be given on/after the course 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 course, which is \$321.00 (inclusive of prevailing GST).
6. VCF Participant(s) closing date: Monday, 26th April 2021

### WITHDRAWAL

If the withdrawal of participation takes place after the course confirmation has been sent out to the participant(s), the endorsing organisation will be liable to pay the full course 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 course date and inform CSIS via email on the changes.
- No funding will be given on/after the course commencement date.
- Please submit your application via <https://e-services.ncss.gov.sg/Login?ReturnUrl=%2F>

### ATTENDANCE

- Registration is taken via Zoom. Kindly ensure that your
- A minimum of 75% attendance is MANDATORY to be eligible for VCF funding.
- Participants or endorsing organisation will be liable for the full course fee if participants fail to meet the attendance and terms and conditions for VCF funding eligibility.
- A working electronic device that is able to access zoom (e.g. Laptop, desktop, mobile phone, tablets, etc) with internet access, as well as audiovisual functions, is required to access the online course.
- The course will be recorded for audit and VCF claim purposes. At the start and end of the course, CSIS will take a screenshot at the start and end of each course for attendance taking. Participants are required to turn on their webcam/camera when the screenshot is being taken. Failure to turn on the webcam/camera will disqualify participant(s) from the VCF funding and the endorsing organisation will be liable to pay the full webinar fee to CSIS.

### EVALUATION

- Participants with approved VCF funding must submit the completed evaluation form to CSIS at the end of the webinar. 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 webinar, participants with approved VCF funding will have to bear the remaining course fee.

### CANCELLATION

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