



**Our Vision:** To provide quality education to foster continual growth and development for the community.  
**Our Mission:** We are committed to impart quality skills to our students and to work in partnership with our accredited partners to meet the students' aspirations and goals beyond post-secondary education and to finally, provide an avenue towards a rewarding career path  
**Culture:** "Serve with pride, lead the change"  
**Core Values:** Be committed to our student's performance, Life-long learning, Integrity & Ethics, Care for the Environment and Community

**Course Code:** TGS-2020504914

### Course Objectives

The protection of Data is getting more critical. This course provides learners an understanding what is Personal Data Protection Act (PDPA) and acquire skills to handle personal data in their daily operations. It will include the guideline to implementing a Data Protection Management Programme (DPMP)

### Course Content/Decription

- How the 9 PDPA Obligations and the Do Not Call Provisions to their daily work or business
- The consequences of non-compliance to the Personal Data Protection Act (PDPA)
- What is data lifecycle
- The guidelines to implement a Data Protection Management Programme
- Best practices in operationalising PDPA Information security when storing and deleting data.

### Learning Outcome

Promote and enforce personal data protection so as to foster an Environment of trust among businesses and customers, contributing to a vibrant Singapore economy.

### Course Duration

Full 8 Hours

### Mode of Delivery

- Classroom and Assessment

**Trainer to Learner ratio:** 1:20

### Who Should Attend

Owners and Management in organisations

### Attendance Requirement

Minimum attendance requirement: 75%  
All learners are strongly encouraged to have full attendance for all sessions unless there are unforeseen circumstances, E.g. due to medical reasons where documentary proof can be provided

### Course Fee

Singapore Citizen/ Permanent Resident of Singapore: \$650.00 (Before GST)  
Non Singapore Citizen: \$650.00 (Before GST)

### Certification

Upon successful completion of the course and passing all assessments, participant will be awarded with a **CERTIFICATE IN DATA PROTECTION FOR BUSINESS MARKETS** by ICASTEC

### Venue

141 Cecil Street, #03-01, Tung Ann Association Building, Singapore 069541.

**Other Information:** Registration will close 2 weeks before the course commencement date or when class is full.

Refund Policy	Refund
Withdrawal notification received at least 14 calendar days before course commencement	75% refund of paid fees
Withdrawal notification received less than 14 calendar days from the course commencement OR upon course commencement	No refund of paid fees

