

APPOINTMENT OF DATA PROTECTION OFFICER

The Top Management hereby appoints:

(Name)

(Designation)

as the Data Protection Officer (DPO) and assigns him/her the authority and responsibility to:

1. Develop and oversee the data protection policies, processes, practices and measures within the organization and ensure compliance with Personal Data Protection Act ("PDPA") and accompanying regulations;
2. Keep up to date with organization's compliance with data protection obligations, and data protection developments;
3. Map out the organization's personal data inventory and conducting data protection impact assessment exercises to flag out any data protection risks and put in place data protection policies to mitigate those risks;
4. Foster a data protection culture among employees and communicate personal data protection policies to stakeholders;
5. Manage personal data protection related queries and complaints, and handles access and correction request to personal data;
6. Alert management to any risks that might arise with regard to personal data and report data protection performance to management; and
7. Liaise with the Personal Data Protection Commission ("PDPC") and other relevant stakeholders on data protection matters, where necessary.

Appointed by:

Acknowledged by:
