

SKILLS FRAMEWORK FOR INFOCOMM TECHNOLOGY TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT

TSC Category	Governance and Compliance					
TSC Title	Data Protection Management					
TSC Description	Develop and implement a Data Protection Management Programme to comply with the Personal Data Protection Act 2012					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			ICT-CGP-3020-1.1	ICT-CGP-4020-1.1	ICT-CGP-5020-1.1	
			Collect, use or disclose personal data in accordance with the organisation's Data Protection Management Programme (DPMP)	Develop the organisation's Data Protection Management Programme (DPMP) in accordance with legal requirements	Formulate the organisation's data protection strategy and ensure effectiveness of Data Protection Management Programme (DPMP)	
Knowledge			<ul style="list-style-type: none"> Definition of personal data Organisation's processes, procedures and guidelines of DPMP Personal Data Protection Act 2012 (PDPA) PDPA and the data lifecycle Obligations under the PDPA Accountability under the PDPA Best practices in operationalising PDPA 	<ul style="list-style-type: none"> Components of a DPMP Data lifecycle Personal Data Protection Act 2012 (PDPA) DPMP and its relationship to the data lifecycle Dynamic and iterative consent approaches to comply with the consent requirement under PDPA Circumstances that may allow for exemptions from all or any of the PDPA provisions Methods to document personal data flows PDPA Assessment Tool for Organisations (PATO) 	<ul style="list-style-type: none"> Data Protection by Design (DPbD) approach Data Protection Impact Assessment (DPIA) Best practices in data protection Principles in data protection policy Personal Data Protection Act 2012 (PDPA) 	
Abilities			<ul style="list-style-type: none"> Obtain consent to collect, use or disclose individuals' personal data Allow individuals to withdraw consent Collect, use or disclose personal data only for 	<ul style="list-style-type: none"> Document the flows of personal data within the organisation Create content registry to record consent provided by individuals to the organisation 	<ul style="list-style-type: none"> Review the organisation's DPMP to determine gaps and areas for improvement Formulate the organisation's regional DPMP Conduct a DPIA to identify, assess and 	

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			<p>the purpose for which consent was obtained</p> <ul style="list-style-type: none"> • Notify individuals of the purposes for the collection, use or disclosure of their personal data • Correct errors or omissions in individuals' personal data upon request • Ensure accuracy and completeness in the collection of personal data • Cease retention or anonymise personal data when it is no longer necessary for business or legal purposes 	<ul style="list-style-type: none"> • Identify key gaps and areas for improvement in data protection • Develop processes to handle data breach incidents • Publish information on the organisation's data protection policies, practices and compliant-handling process • Determine the circumstances under which organisations must seek fresh consent for the use of personal data • Designate data protection roles and responsibilities within the organisation • Adopt innovative processes and methods to comply with PDPA requirements • Submit reports of data protection measures to senior management 	<p>address personal data protection risks based on the organisation's functions, needs and processes</p> <ul style="list-style-type: none"> • Assess if the handling of personal data complies with the PDPA or data protection best practices • Introduce technical or organisational measures to safeguard against data protection risks to individuals • Designate regional data protection roles and responsibilities within the organisation 	
Range of Application	For Data Protection-related programmes, please refer "Guide to Develop Training Courses for Data Protection Officer (DPO)", Personal Data Protection Commission (PDPC), http://www.pdpc.gov.sg/dp-competency [March 2020]					