

SKILLS FRAMEWORK FOR INFOCOMM TECHNOLOGY								
Sector	SKILLS MAP – GROUP DATA PROTECTION OFFICER Sector Infocomm Technology							
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Track	Strategy and Governance							
Sub-track	Data Protection							
Occupation	Data Protection Officer							
Job Role	Group Data Protection Officer							
Job Role Description	The Group Data Protection Officer executes data governance policies and procedures. He/She ensures the Data Protection Act is implemented and enforced within the respective teams and users within the organisation. He partners with business and project teams to support business objectives and strategies and align them with the organisations's data protection guidelines and policies. He directs a team of professionals and third-party vendors or service providers towards reaching organisational goals in accordance with the data governance and data protection policies. He manages risks and data breach incidents. The Group Data Protection Officer is an expert in local and regional data protection practices and legislative requirements, as well as the Personal Data Protection Act 2012. He also provides expert advice to the organisation on the potential implications of data protection on the organisation's policies, procedures and projects. The Group Data Protection Officer is an expert in understanding the nuances data protection laws, and keeps abreast of the changing landscape to be able to advise and guide the organisation towards compliance. He is an expert in communicating across cultures and domains, and is able to drive the organisation's data protection culture.							
	Critical Work Functions	Key Tasks	Performance Expectations					
Critical Work Functions, Key Tasks and Performance Expectations	Ensure organisation's compliance to Personal Data Protection Act (PDPA)	Drive the development of the organisation's regional Data Protection Management Programme (DPMP) Endorse the organisation's data protection policies and DPMP Oversee the assignment of roles and responsibilities to ensure compliance with the PDPA Oversee data transfer activities and provide advice on personal data protection law in other countries Establish a group and/or regional-level data governance strategy, and audit and compliance strategy to strengthen internal controls Advise on data ethics and data governance, and facilitate business functions in their strategic utilisation of data assets to generate business value for the organisation Inform and advise on data protection laws and the organisation's policies	In accordance with: • Personal Data Protection Act 2012, Personal Data Protection Commission					
	Manage risks associated with collection, use, disclosure and storage of personal data	Oversee measures for the safeguarding of data protection for internal data sources Develop remediation actions to minimise the risk of personal data protection breach, and managing data breach incidents at group/regional level Commission the conduct of Data Protection Impact Assessments (DPIA) Approve the DPIA plan and proposed action plans and solutions arising from the DPIA Develop strategies and guidelines on ethical data collection and usage practices	- - -					



Establish guidelines for cloud and on sits storage practices that would ensure protection of data from threats Evaluate the organisation's response to the data breach incident Oversee the conduct of investigations into data breaches to regulatory authorities and stakeholders Lead in public communication of data breaches to regulatory authorities and stakeholders Champion the organisation's data protection culture Act as a subject matter expert in cross border data protection compliance. Ciliaborate with regional offices to ensure compliance with cross border data protection and protection of the organisation of the organisation of the organisation of compliance with cross border data protection and data protection laws and policies of the organisation and disputes on the organisation of the organisa						AUTHORITY	
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			SKILLS	AUTHORITY	
	Budgeting	Level 5	Developing People	Advanced	
	Business Agility	Level 5	Resource Management	Advanced	
	Business Negotiation	Level 5	Lifelong Learning	Advanced	
	Business Performance Management	Level 5	Communication	Advanced	
	Business Risk Management	Level 5			
	Crisis Management	Level 5			
	Cyber and Data Breach Incident Management	Level 5			
	Data Ethics	Level 5			
	Data Governance	Level 6			
	Data Protection Management	Level 5	_		
	Data Sharing	Level 5	_		
	Design Thinking Practice	Level 5	-		
	IT Standards	Level 5	_		
	Learning and Development	Level 5	-		
	Manpower Planning	Level 5	_		
	Networking	Level 5	_		
	People and Performance Management	Level 5	-		
	Project Management	Level 5			
	Stakeholder Management	Level 5			
	Strategy Implementation	Level 4			
	Strategy Planning	Level 5			
Programme Listing	For a list of Training Programmes available for the ICT sector, please visit: www.skillsfuture.sg/skills-framework/ict				

The information contained in this document serves as a guide.