

A 2-Day Intensive Workshop on :

100% HRDF Claimable !!!

Personal Data Protection Act 2010 & Standards 2015

DATE: 5th & 6th September 2016

VENUE: Dorsett Regency KL

LATEST ISSUES!!

Latest key issues, including the **Personal Data Protection Standards 2015**, implemented by the Commissioner, will be discussed. Latest 2015 & 2016 Updates plus a series of checklist and implementation strategies will be made available.



GRM TRAINING SDN. BHD.

(1087186-W)

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We are registered with :



Meet the Course Director

AMBIGAH KRISHNAN

LL.B (Hons) London, CLP (Malaysia), TESOL (Canada)

Ambigah Krishnan has 15 years of training and corporate experience in legal topics including civil litigation, Mergers & Acquisition, company law, corporate, Employment & Industrial Relations and banking issues. She is a PSMB licensed corporate trainer and Corporate Legal Adviser who has vast professional experience in the training industry. She has excellent communication, writing, people and class management skills.

Work Experience

- Ambigah Krishnan has trained and lectured for private companies and government entities. Participants include managers, CEOs, CFOs, corporate and government support staff and executives.
- She has conducted seminars for Employment law including mock Industrial hearings of Domestic Inquiries, Laws relating to the Termination process , Employment Law, Industrial Relations, Tenancy laws and Procedure, Drafting Commercial Contracts and Terms, Entrepreneur seminars for fresh graduates and business community and the Personal Data Protection Act 2010 & 2015 which includes drafting of Consent letters for Employees, Customers/Vendors and Visitors as required under the Act and doing project management on Personal Data Protection implementation for Pro tem Committees.
- She has trained for the Federation of Manufacturers of Malaysia (FMM).
- Involved in advice and drafting of Human Resource policy and procedures and published Human Resource Manual for the corporate sector.

Benefits of hiring Ms. Ambigah Krishnan

Ms. Ambigah's forte in conducting legal programs is that she enhances Legal programs with Legal Practitioner's advice and opinions. She also shares her experience as Legal advisor and Litigation lawyer to be part of teaching of legal programs.

She is able to combine the elements taught in a specific program both soft skills and Legal with real life requirements for those on the job.

Course Objective:

This seminar is to educate on the legal and practical know-how that will be necessary for your compliance with the Personal Data Protection Act 2010 & Standards 2015.

Course Contents

Module 1: Data Protection at the Workplace

Discussion on General Principles on Personal Data Protection Act 2010

This module will look at how to:

- Appreciate who and what is covered by Personal Data Protection rules
- Understand the organisation's policy and aims on personal data use
- Overview of the Act
- Know and apply the core principles for personal data use

Module 2: Criminal Offences and Liabilities under the PDPA 2010

- Punishment for contravention of the Act
- Offences by body corporate
- Contravention of the personal data protection principles
- Processing of sensitive personal data in contravention to Section 40
- Unlawful collection or disclosure of personal data
- Personal Data Protection (Compounding of Offences) Regulations 2016

Module 3: Notice and Choice Principle

- When do you need to seek the consent of data subjects?
- How do you seek consent and exemptions to consent
- Guidelines on understanding Purpose under Section 6 PDPA 2010.
- Channels of serving Notice to employees, contractors, supplies, vendors and visitors
- Guidelines on Consent
- Recognise when, and for what purpose staff / customer data may be used
- Questions to ask when collecting Data.

Exercises and Presentation on Section 6 & Section 7 compliance will be carried out.

Module 4: Compliance: The What, When and How

- What do companies need to do in order to comply?
- When do companies need to fully comply?
- Understanding applications to Employment Relationships
- Understanding how the Employment Act 1955 affects Personal Data
- How do companies set up an effective compliance framework?

Module 5: Issues and Implications of the Principles

- Disclosure Principle and guidelines on when you can refuse to disclose or partially disclose;
- Retention Principle in relation to Employees and former employees;
- Data Integrity Principle
- Access Principle

Exercises and Presentation on Section 8, Section 10 & Section 11 compliance will be carried out.

Module 6: Benefit and Risks

- Benefits and challenges in being PDPA compliant
- Understanding the implementation of PDPA and the stages of Employment that is Pre/Beginning/During and End of Employment.
- Potential privacy risks to organisations will be highlighted
- Case study on personal data issues and impacts

Module 7: The Personal Data Protection Standards 2015

- The Data Security Standard distinguishes between conventional and electronic data management and prescribes various security measures in relation to each.
- Data Retention Standard focuses
- Data Storage Standards
- Data Integrity Standard
- Data Security Standard

Exercises and Presentations on Implementation for compliance of 2015 Standards will be done.

Module 8: Human Resource Department and PDPA principles

For Human Resources departments, meeting the requirements of data protection law can be particularly challenging. Holding and handling staff information carries significant legal responsibilities and risks.

This module discusses key areas of compliance.

- Ensuring that the recruitment and selection process meets legal requirements, including the content of application forms, pre-employment vetting, criminal records, medical checks and the interview process
- Retaining staff records, and appropriate periods of time for keeping information
- Dealing with staff information requests - what must be disclosed and can be withheld
- Disclosing staff information to outside third parties -the legal requirements that must be met before staff information can be sent outside the organisation
- References and the rights of ex-members of staff
- Monitoring staff activities and communication including using Managers, CCTV cameras and website technologies
- Outsourcing functions to third party providers
- Provisions to be included in Third Party Contracts as required by the 2015 Standards.

Legal Advice on what and how to ensure company documentation is in compliance will be carried out.

Module 9: Security Guidance

This module looks at what constitutes a Personal data security breach and how such breaches can occur. It also considers how to avoid breaches, and the practical steps that should be taken when a breach occurs. Key aspects of this module include:

- Analysis of the Security Principle under Section 9 PDPA
- Managing Information security
- Data Security Standard -Implementation
- Understanding risks to Personal Information
- Taking a holistic approach to data security - staff vetting and access and other important organisational measures that should be implemented
- Knowing what to do in the event of a data protection breach

Exercises and Presentation on Response Plan, Section 9 and Risk Management



Registration: Personal Data Protection Act 2010 & Standards 2015

COMPANY'S NAME:

Company Address & Tel:

PARTICIPANT'S INFORMATION

Name:
Designation:
Email:
Mobile:

Name:
Designation:
Email:
Mobile:

Name:
Designation:
Email:
Mobile:

AUTHORIZER'S INFO

Name:
Designation:
Email:
Mobile:

Signature & Co's stamp

INVOICE TO BE SENT TO

Name:
Designation:

GROUP ATTENDANCE IS HIGHLY RECOMMENDED

IT IS BOTH PRACTICAL AND EFFECTIVE FOR COMPANIES TO SEND SEVERAL EXECUTIVES TO THE TRAINING PROGRAMME AT THE SAME TIME IN ORDER TO REAP THE BENEFITS OF SHARED MANAGEMENT PERSPECTIVES

**Course Fee: RM 1750.00 per pax
(Group discounts are available)**

CANCELATION POLICY

Upon registering, the delegates are enrolled successfully in the program. Should the delegate(s) decide to cancel their enrolment; a cancellation fee will be levied. Cancellations 14 days or greater prior to start of the programme will be subjected to 50% cancellation fee. Cancellations received less than 14 days to the programme is subject to no refund. Cancellations must be submitted to **GRM Training Sdn. Bhd.** in writing. 'No show' during event days are not considered cancellations, payment will not be refunded. Please note that substitutes are always welcome.

COURSE FEE INCLUDES: Full documentation for the course, refreshments and lunch will be provided, unless stated otherwise.

Cheque is Made Payable to:

GRM Training Sdn. Bhd.

Office:

89, Jalan Aminuddin Baki, Taman Tun Dr Ismail,
68000 Kuala Lumpur

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PLEASE FILL UP THE REGISTRATION FORM AND SEND IT TO:

By Email: admin@grmtraining.com

Who Should Attend?

Delegates who handle personal data on a regular basis as part of their job functions from the following departments:

- IT, Legal & Compliance • Human Resources • Customer Service • Internal Audit • Sales & Marketing • Accounting & Finance / All Senior Management.