DATE: 15/11/2023

Dear NGIAN LING,

We are pleased to inform you that HEPAPAPA PTE LTD has decided to appoint you to the position Data Protection Office

Key Responsibilities:

1. Oversee Data Protection: Act as the point of contact for data protection within the organization, overseeing all activities related to the implementation and maintenance of data protection policies and procedures.
2. Ensure Compliance with PDPA: Regularly review and ensure that the company's practices are in full compliance with the Personal Data Protection Act (PDPA). This includes updating data protection strategies in line with legislative changes.
3. Risk Assessment: Conduct regular data protection impact assessments to identify and mitigate risks associated with data processing activities.
4. Policy Development and Implementation: Develop, implement, and manage comprehensive data protection policies and procedures across the organization.
5. Staff Training and Awareness: Organize and conduct regular training sessions for staff on data protection practices and PDPA compliance to foster a culture of data privacy in the organization.
6. Incident Management: Serve as the primary contact for data protection issues, including data breaches. Lead the response to any data protection incidents, ensuring timely resolution and compliance with reporting obligations.
7. Liaison with Regulatory Authorities: Act as the liaison between the company and data protection authorities. Ensure timely reporting of any incidents and compliance with regulatory requirements.
8. Advice and Support: Provide expert advice and guidance to all departments on data protection matters, ensuring that all data processing complies with PDPA regulations.
9. Record Keeping: Maintain comprehensive records of all data processing activities conducted by the company, including the purpose of all data processing activities.
10. Stakeholder Communication: Communicate with stakeholders about data protection practices, policies, and compliance measures.

Appointed by: NGIAN LING , DIRECTOR

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