

DPTM Certification Checklist

The DPTM Certification Checklist aims to provide Applicant Organisations with an understanding of their readiness in applying for the DPTM certification.

Applicant should assess its readiness using the DPTM Certification Checklist before application for the certification (i.e. Having “yes” answer to all the questions is an indication that an organisation is ready and can apply for DPTM).

Note that answering “yes” to all questions may not necessarily equate to meeting all the certification requirements.

The assessment will also require the Applicant Organisation to demonstrate and provide evidence for the followings:

- Documented data protection policies and processes
- Demonstrate that data protection policies and processes are implemented and practised on the ground.

Checklist questions		PDPC's Reference Advisory Guides/Guides
Principle 1: Governance and Transparency		
1	Does your organisation have policies and practices in place to manage personal data?	<ul style="list-style-type: none"> • Advisory Guidelines on Key Concepts in the PDPA - Chapter 20 • Guide to Developing a Data Protection Management Programme
2	Does your organisation communicate its data protection policies and practises to relevant internal and external stakeholders?	<ul style="list-style-type: none"> • Guide to Developing a Data Protection Management Programme
3	Does your organisation regularly review and update data protection policies and practices, and monitor compliance of practices with these policies?	
4	Does your organisation receive and respond to queries on the collection, use and disclosure of personal data by your organisation?	<ul style="list-style-type: none"> • Guide to Developing a Data Protection Management Programme
5	Does your organisation conduct risk and impact assessments to identify, assess and address data protection risks?	<ul style="list-style-type: none"> • Guide to Data Protection Impact Assessment • Guide to Developing a Data Protection Management Programme

6	Does your organisation take into account Data Protection by Design in the development of a product, service, system or process?	<ul style="list-style-type: none"> • Guide to Developing a Data Protection Management Programme • Guide to Data Protection by Design for ICT Systems
7	Does your organisation have a data breach management plan? <i>The plan should include the following:</i> <ul style="list-style-type: none"> • Personnel on management of data breach incident • Timeline for reporting data breach incident • Processes for notifying affected individuals/organisations and relevant regulators/enforcement authorities 	<ul style="list-style-type: none"> • Guide to Managing Data Breaches 2.0 • Guide to Developing a Data Protection Management Programme
8	Does your organisation have a Data Protection officer (DPO) who is well versed in your data protection policies and PDPA? Is the business contact information of the DPO made available to the public? <i>(DPO should also have received formal training on data protection compliance with the PDPA.)</i>	<ul style="list-style-type: none"> • Guide to Developing a Data Protection Management Programme • Advisory Guidelines on Key Concepts in the PDPA - Chapter 20
9	Does your organisation conduct regular training to employees on company's data protection policies and practices?	<ul style="list-style-type: none"> • Guide to Developing a Data Protection Management Programme
Principle 2: Management of Personal Data		
1	Does your organisation ensure that the personal data collected is necessary for the purpose, and individuals are notified of the purposes on or before the collection of their personal data? <i>(Organisation should also ensure collection of sensitive data is limited and necessary in its purposes.)</i>	<ul style="list-style-type: none"> • Advisory Guidelines on Key Concepts in the PDPA - Chapters 7, 8, 9, 13, 14
2	Does your organisation obtain consent for the collection, use or disclosure of personal data?	<ul style="list-style-type: none"> • Advisory Guidelines on Key Concepts in the PDPA - Chapter 12, • Advisory Guidelines on the Personal Data Protection Act for Selected Topics (Chapter 8 on Data Activities Relating to Minors) • Advisory Guidelines on Requiring Consent for Marketing Purposes

	<i>(This also includes processes in place with 3rd parties on collection of personal data.)</i>	<ul style="list-style-type: none"> • Sample Clauses of Obtaining and Withdrawing Consent
3	Does your organisation ensure proper use and disclosure of personal data collected?	<ul style="list-style-type: none"> • Advisory Guidelines on Key Concepts in the PDPA • Guide to Developing a Data Protection Management Programme
4	Does your organisation ensure that the transfer of data overseas is in compliance with PDPA? <i>(This includes 3rd party (eg data intermediary, agent) of the company handling the data transfer.)</i>	<ul style="list-style-type: none"> • Advisory Guidelines on Key Concepts in the PDPA - Chapter 19 •
Principle 3: Care of Personal Data		
1	Does your organisation have appropriate security measures in place to prevent unauthorised access, collection and use of its personal data in its possession or under its control? <i>These security measures must be developed based on relevant risk assessments, type and sensitivity of personal data and likelihood and harm of unauthorised access, erasure or other use. Organisation should also ensure these security measures are regularly updated and communicated to relevant stakeholders. Organisation should also ensure processes are in place for 3rd parties to make reasonable arrangements to protect personal data.</i>	<ul style="list-style-type: none"> • Advisory Guidelines on the Key Concepts in the PDPA - Chapter 17 • Guide to Securing Personal Data in Electronic Medium • Guide to Disposal of Personal Data on Physical Medium • Guide to Building Websites for SMEs • Guide to Printing Processes for Organisations • Guide on Protection Clauses for Agreements Relating to the Processing of Personal Data
2	Does your organisation have appropriate data retention policies for different types of personal data? <i>(This also applies to 3rd parties in possession of its personal data.)</i>	<ul style="list-style-type: none"> • Advisory Guidelines on Key Concepts in the PDPA - Chapter 18 • Guide to Disposal of Personal Data on Physical Medium • Advisory Guidelines on the Personal Data Protection Act for Selected Topics (Chapter 3 on Anonymisation) • Guide to Basic Data Anonymisation techniques
3	Does your organisation have processes in place to handle unsolicited personal data?	<ul style="list-style-type: none"> • Organisation has appropriate policies and processes in place to handle unsolicited personal data (i.e. refers to personal information received by an organisation through no active means)

4	<p>Does your organisation have processes in place to dispose of personal data?</p> <p><i>(This also applies to 3rd parties in possession of its personal data.)</i></p>	<ul style="list-style-type: none"> • Advisory Guidelines on Key Concepts in the PDPA -Chapter 18 • Guide to Disposal of Personal Data on Physical Medium • Guide to Securing Personal Data in Electronic Medium • Guide to Basic Data Anonymisation techniques
5	<p>Does your organisation ensure that its personal data is accurate and that personal data disclosed to other organisation is accurate and complete?</p> <p>How does your organisation deal with inaccurate data?</p>	<ul style="list-style-type: none"> • Advisory Guidelines on Key Concepts in the PDPA - Chapter 16
Principle 4: Individual's Rights		
1	<p>Does your organisation provide information on how individuals may withdraw consent on the use of their personal data and the consequences of withdrawing the consent?</p>	<ul style="list-style-type: none"> • Advisory Guidelines on Key Concepts in the PDPA - Chapter 12 • Sample Clauses of Obtaining and Withdrawing Consent • Sample Clauses and Templates for Customers
2	<p>Does your organisation provide information on how individuals can request access to their personal data and has a process in place to respond to their request?</p>	<ul style="list-style-type: none"> • Advisory Guidelines on Key Concepts in the PDPA Chapter 15 • Guide to Handling Access Requests • Sample Clauses and Templates for Customers
3	<p>Does your organisation provide information on how individuals can correct their personal data under its possession?</p>	<ul style="list-style-type: none"> • Advisory Guidelines on Key Concepts in the PDPA Chapter 15 • Sample Clauses and Templates for Customers