

PDPA AWARENESS : WHAT EVERY BUSINESS MUST KNOW



COURSE SCHEDULE



**31 JULY 2026
(FRIDAY)**



**Time:
9:00 AM – 5:00 PM**



Webinar

SPECIAL OFFER



**RM 1,750
Per Pax**

WHAT YOU WILL MASTER



Legal Compliance: Deep dive into the PDPA 2010 and the latest 2024 amendments.



Transparency & Rights: Understand data handling and the "Right to be Forgotten".



Risk Management: Develop and execute a Risk-Based Compliance Inspection Plan.



Practical Implementation: Real-world ideas for successfully implementing PDPA standards at your workplace.



Privacy Impact Assessment: Learn essential security guidance to protect personal data.



**Don't Risk an RM 1 Million Fine.
Is Your Organization Protected?**



**RM 1,000,000
PENALTY**



**3 YEARS
IMPRISONMENT**



COURSE OUTLINE



TARGET PARTICIPANT



HR Managers &
HR Executives that
handle Employees Data



Owners & Directors
to safeguarded the
company compliance



Sales Director &
Sales Manager that
collect customer data



Purchaser & Finance
Department that
keep Supplier Data



IT Department Personnel
that keep and handle
customers, employees
and suppliers data



MODULE 1: PERSONAL DATA PROTECTION CHALLENGES AT THE WORKPLACE

- Introducing PDPA 2010
- The main Ingredients of PDPA 2010
- Understanding Section 6 and Consent
- Forms of Consent - Implicit/Validity/Explicit and how to be compliant
- Managing Consent - How to obtain/Who consents/The process and compliance
- Sensitive Personal data and consent
- Personal Data and Cloud computing
- Guidelines on understanding Purpose under Section 6 PDPA 2010



MODULE 2: TRANSPARENCY OF DATA HANDLING AND THE RIGHT TO BE FORGOTTEN

- Primary duties of Data User under Section 7 PDPA 2010
- Data User subject to Audit and Inspection
- Due Diligence and role of Data User
- Statutory duties of Data User under PDPA 2010
- Channels of communication - Best practice



MODULE 3: COMPLIANCE FOR THE PERSONAL DATA PROTECTION STANDARDS

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



MODULE 4: ISSUES AND IMPLICATIONS OF THE PRINCIPLES

- Disclosure Principle and guidelines on when you can refuse to disclose or partially disclose
- Guidelines and understanding the Retention Principle and how it relates to employees and former employees
- Guidelines on Disposal of Records as per Retention Principle - Reasons for destruction/ Destruction Methods/ documentation for disposal/ Checklist
- Guidelines and understanding the Data Integrity Principle
- Access Principle and guidelines on how and when to grant excess to access requests



MODULE 5: SECURITY GUIDANCE AND PRIVACY IMPACT ASSESSMENT

- Analysis of the Security Principle under Section 9 PDPA
- How security principle used in relation to Nature of Data / Location / Third Party Outsourcing / Measures
- Do's and Don'ts of Data Security and Common Breaches as highlighted by PDP office.
- Data Security Standard - Implementation and Compliance
- Assessing Risks and Impact - not yet
- Compliance with Inspection Requirements - not yet

