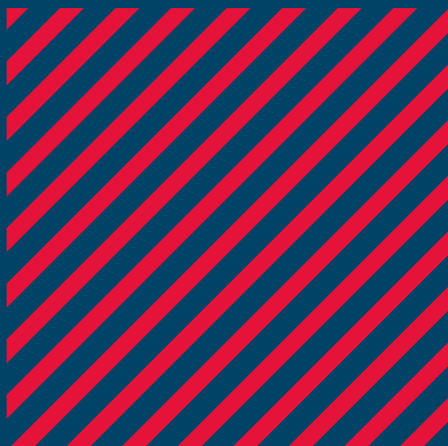
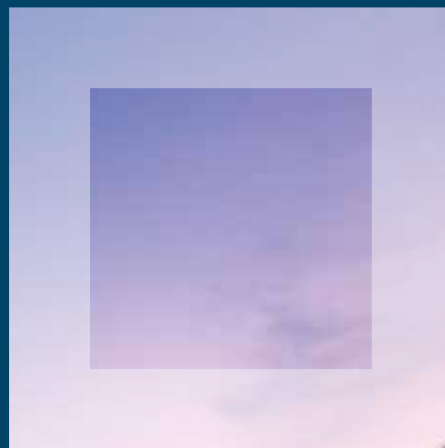


# Singapore Outsourced Data Protection Services



# Data protection. Done properly.

## We bridge the gap between your DPO responsibilities and regulatory burdens to ensure your data protection is done properly.

All Singapore entities, including sole proprietorships are required to ensure compliance with the Personal Data Protection Act 2012 (PDPA). In particular, organisations are required by law to designate at least one individual, known as the Data

Protection Officer (DPO), to oversee the data protection responsibilities within the organisation and ensure compliance with the PDPA. While the DPO responsibility is for a company's management team, DPO operational requirements don't have to be an

added strain. Organisations with manpower or capability constraints can outsource operational parts of the DPO function to a service provider like Hawksford.

## Did you know?



**16%**

**16% of business owners are confident their data protection solutions will meet future business challenges**

(according to the Global Data Protection Index 2018)



**1**

**Mandatory DPO for all Singapore companies**



**1M**

**SGD \$1 million fine and imprisonment for non-compliance**

# PDPA: Are you up to speed?

## There are nine main data protection obligations of the PDPA.

### 1. Consent Obligation

In respect of personal data, you can only collect, use or disclose it when an individual has given his or her consent. You must allow individuals to withdraw consent with reasonable notice and inform them of the likely consequences of their withdrawal.

### 2. Purpose Limitation Obligation

You may collect, use or disclose personal data about an individual for the purpose for which he or she has given consent.

### 3. Notification Obligation

You must inform the individual about the purpose(s) for which you are intending to collect, use or disclose their personal data on or before this process.

### 4. Access and Correction Obligation

Your customers can also request for information on how their personal data has been used through the time period that they have given you consent.

You are also required to correct any error or omission in your customer's personal data upon his or her request.

### 5. Accuracy Obligation

The personal data collected by or on behalf of your organization should be accurate.

### 6. Protection Obligation

You must set up the necessary security measures to safeguard the information that you possess or control and prevent any form of unauthorized access, collection, use, disclosure or similar risks.

### 7. Retention Limitation Obligation

Once the personal data is no longer necessary for any business or legal purposes, cease retention of the information.

### 8. Transfer Limitation Obligation

If you are required to transfer your customers' personal data to another country, do so only according to the requirements prescribed under the regulations. You want to ensure that the standard of protection provided for their personal data transferred is comparable to the protection under the PDPA in Singapore.

### 9. Openness Obligation

Assign one or more individuals to implement personal data protection policies within your organisation. The business contact information of your data protection officer(s) should also be made available to the public.



# Service plans

Getting to grips with the gaps in your data protection policies can be time-consuming. This is where we come in.

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## Outsourced DPO Package

We can assist you by assuming the role and duties of the Data Protection Officer for your Company, in accordance with the Personal Data Protection Act and Personal Data Protection Commission of Singapore.

### Our service includes:

- ✓ Outsourced DPO
- ✓ Self-assessment to help identify business gaps
- ✓ Action plan of changes required
- ✓ Implementation tracking
- ✓ Annual re-assessment
- ✓ Includes five support and assistance requests
- ✓ Includes board resolution appointing and registering DPO

2

## Compliance 'Plus' Package

We offer a comprehensive package of document templates, requested by the authorities to achieve the necessary paper compliance. This package includes important policies and processes and provides the basis for individual customization tailored to the needs of your organisation.

### Our service includes:

- ✓ An explanation and briefing call with our data protection specialists
- ✓ Five templates for data protection and information security policies
- ✓ Five templates for information security processes

3

## Comprehensive Package

You might be interested in our upgraded option, to ensure complete peace of mind. Our comprehensive package provides just that.

### Our service includes:

- ✓ Data Protection Base Framework / Policies and Procedures:
  - PDPA compliant
  - PDPA & GDPR compliant
- ✓ Data Protection Advanced Framework / Policies and Procedures
- ✓ GDPR Compliance
- ✓ Security Scan
- ✓ Technical Data Protection
- ✓ Awareness Training
- ✓ Incident Response

+

## Optional 'As you need it' Add-on

Our comprehensive on-going data protection and information security consultancy provides

- ✓ Cyber Incident Response Management
- ✓ GDPR compliance support / consulting
- ✓ ISO27001 compliance support / consulting
- ✓ Vulnerability Assessments / Scans and Penetration Tests
- ✓ Awareness Training / Phishing attacks
- ✓ Cyber Incident Response Management
- ✓ Technical data protection and security consulting services
- ✓ Our packages start from \$2,000 SGD and can be customized to suit your business needs

# Why Hawksford?

**Outsource to us and stay ahead of the curve and focus on doing what you do best.**

## Keeping costs low

By outsourcing you don't have to train your staff or meet the expense of a new staff member. Our packages are versatile to suit the stage and scale of your business.

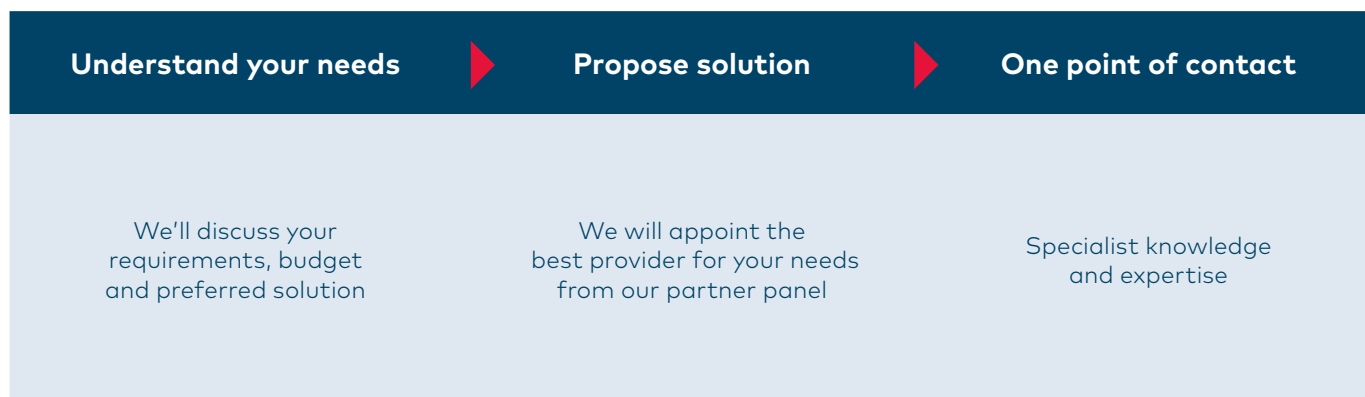
## Timely reporting

We remove the stress of on-going monitoring and reporting which is important as regulatory burdens grow greater and manpower becomes increasingly stretched.

## Peace of mind

With Hawksford, you're in safe hands. We will ensure that wherever you are, your Singapore business is compliant. Your business gains our experience and expertise.

## Our engagement model is simple.



## Contact our team today

### Singapore

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E: [info@hawksford.sg](mailto:info@hawksford.sg)



# Thinking beyond tomorrow

[www.hawksford.com](http://www.hawksford.com)

Hawksford is an international provider of corporate, fiduciary and market-entry services, specialising in company formation, governance and various outsourced administrative and advisory services. We have decades of experience in delivering efficient administration and structured solutions to large and multinational corporates, FTSE listed companies, SMEs, entrepreneurs, HNW individuals and intermediaries. We have offices in Singapore, Hong Kong, China, Jersey, London, Italy and Spain, providing you with a one-stop global solution for your business.