



## Course Outline

### Day 1

- Management and Governance of the Data Protection Function
- Data Protection Vision, Mission Statement, and Strategy
- Data Inventory Map (DIM)
- Data Protection Impact Assessment (DPIA)
- Data Protection Policies and Processes
- Data Protection Notice (DPN)

### Day 2

- Internal Communication Plan and Training
- External Communications and Handling Complaints and Requests for Access and Correction
- Protecting Personal Data
- Managing Data Breach Incidents
- Auditing and Monitoring Performance

## Course Facilitator



**David N. Alfred** is Co-head and Programme Director of Drew Academy and concurrently Co-Head of Drew & Napier's Data Protection, Privacy & Cybersecurity practice. He is also a member of the firm's Artificial Intelligence & Digital Trust practice.

David is a senior technology lawyer with over 25 years' experience encompassing legal, business, public policy and technological aspects of the digital economy, digital technology, telecommunications, and the Internet. He has particular expertise in data law and policy, digital and cyber regulation, data protection and cybersecurity. He is a strategic and analytical thinker who has worked with and advised organisations' senior executives and boards. Before joining Drew & Napier, David was Chief Counsel of

Singapore's Personal Data Protection Commission where he led its legal team and advised the Commission on all its legal affairs. This included application and enforcement of the Personal Data Protection Act 2012 (PDPA), development of advisory guidelines and other publications and cross-border aspects of data protection.

David holds an MBA from the University of Chicago and LLB and LLM degrees from the National University of Singapore. In addition to his legal qualifications, he is a qualified course developer, training facilitator and data protection professional holding the WSQ ACLP and DDDLQ qualifications and the IAPP CIPP/A, CIPM and CIPT certifications. He has been recognised as a Fellow of Information Privacy by the IAPP and as a Senior Accredited Specialist in Data and Digital Economy Law by the Singapore Academy of Law.