



**LIM CHONG KIN**  
*Managing Director, Corporate & Finance, Co-Head, Data Protection, Privacy & Cybersecurity, Co-Head, Drew Data Protection & Cybersecurity Academy*  
T: +65 6531 4110  
E: [chongkin.lim@drewnapier.com](mailto:chongkin.lim@drewnapier.com)



**DAVID N. ALFRED**  
*Director, Corporate & Finance, Co-Head, Data Protection, Privacy & Cybersecurity, Co-Head and Programme Director, Drew Data Protection & Cybersecurity Academy*  
T: +65 6531 2342  
E: [david.alfred@drewnapier.com](mailto:david.alfred@drewnapier.com)

## INTRODUCTION

We offer a full range of services relating to data protection, including external data protection officer (**DPO**) services and advice relating to data protection governance and compliance, data breach management and response, outsourcing of data processing and cross-border data transfers (amongst others).

## DESIGNATION AND ROLE OF THE DATA PROTECTION OFFICER

The designation of a DPO is one of the main accountability requirements under the *Personal Data Protection Act 2012 (PDPA)*. All organisations are required to designate a DPO and make their business contact information publicly available. Organisations may register their DPO's details with ACRA via BizFile+.

In general, an organisation's DPO is responsible for ensuring that the organisation complies with the PDPA. Hence, they have a key role to play in enabling the organisation to discharge its legal obligations in a manner that meets its business objectives and the expectations of regulators, customers and other stakeholders.

In order to discharge this role, a DPO may undertake the following tasks (amongst others):

- Advising the organisation's management on its strategy in relating to data protection and the processing of personal data;
- Developing and supporting the implementation of a Data Protection Management Programme (**DPMP**) (or similar organisational framework) to define and operationalise the organisation's approach to data protection;
- Advising the organisation's business units on data protection compliance and monitoring compliance with the organisation's DPMP (or similar framework).
- Advising on and assisting with managing data protection risks, Data Protection Impact Assessments (**DPIAs**) and other risks assessment;
- Advising on operational data protection matters, such as responses to queries, requests and complaints under the PDPA;
- Advising on data breach management and response, particularly in relation to assessment of security incidents and notification requirements under the PDPA;
- Providing training on data protection to the organisation's staff and management; and
- Liaising with stakeholders such as the Personal Data Protection Commission on matters relating to the organisation's processing of personal data and data protection policies.

Depending on the nature of your business and available resources, empowering your organisation to comply with the PDPA may not be an easy task. Outsourcing the role of the DPO is a practical alternative.

## WHY CHOOSE DREW & NAPIER?

Working with our Drew Data Protection & Cybersecurity Academy, Drew & Napier has an award-winning and experienced team of legal and data protection professionals who are well-versed in all aspects of the DPO function, including legal, governance, business and operational aspects. This enables us to provide a full range of data protection services or as much (or as little) of such services as may be required by a client.

We understand that clients have diverse needs and constraints and are looking for cost-effective solutions that protect their legal and business interests. Whether it is providing training to an organisation's DPO and employees to upskill them in data protection, supporting the organisation in specific areas such as DPIAs or reviewing their data protection policies, or functioning as their external DPO and supporting all aspects of compliance with the PDPA, we work with clients to find the best solution to meet their needs.

## OUR EXTERNAL DPO SERVICES AND RELATED LEGAL SERVICES

Our comprehensive suite of services includes the following main areas:

- Acting as the organisation's external DPO and point of contact on data protection matters with relevant stakeholders;
- Establishing and maintaining the organisation's data protection policies and framework for compliance with the PDPA;
- Advising on contracts relating to data protection (for example, data processing and data transfer agreements);
- Advising on and/or assisting with operational data protection matters (for example, processing access and correction requests and conducting DPIAs);
- Advising on and/or assisting with data security incidents and data breaches involving personal data; and
- Developing a training programme and providing training on data protection to an organisation's directors, management and employees (including, if necessary) the organisation's DPO and other employees managing or handling personal data).