

PDPA 2010:

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Core Principles and Practical Application

Malaysia HR Forum Academy
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RM1,500



100%

HRD Corp Claimable!



Module Overview

Introduction to Personal Data Protection for people without legal or regulatory compliance background, equips participants with essential knowledge and practical skills for safeguarding personal data in their workplace.

Participants will explore various types of personal data, distinguishing clearly between general and sensitive information. The session emphasizes practical application of the seven core principles of Personal Data Protection, enabling participants to implement these effectively within their daily operations.

Additionally, participants will learn proactive strategies to avoid negligence, mitigate risks, and prevent offences in handling personal data, ensuring compliance and reinforcing best practices within their organizations.

Learning objectives

By the end of the session, participants will be able to:

- **Explain** the key components and scope of PDPA 2010, including roles and responsibilities of data users and data processors
- **Differentiate** between general personal data and sensitive personal data, and identify how each should be handled in the workplace
- **Apply** the 7 principles of Personal Data Protection in day-to-day operations (e.g. HR, admin, customer handling, documentation)
- **Recognise** common data protection risks, breaches, and negligent practices within their organisation
- **Demonstrate** practical steps to prevent data leaks, misuse, and unauthorised disclosure of personal data
- **Implement** basic data protection controls aligned with security, retention, and data integrity standards
- **Develop** a simple action plan to improve personal data protection practices within their department or role

Learning Outcome

By the end of the session, the participants will be able to:

- **Identify the main component of PDPA 2010**
- **Apply 7 principles of Personal Data Protection in practical working environment**
- **Demonstrate ways to avoid negligence and offence in protecting personal data**

Method of Training

- **Lecture and hands on teaching**
- **Assessment**
- **Group and individual activities**
- **Visual learning using videos and slides animation**

Targeted Participants

- **HR Professionals (HR Executives, HR Managers, Payroll, Recruitment)**
- **Administrative & Operations Staff handling employee or customer data**
- **Customer Service & Sales Personnel managing client information**
- **IT & System Support Staff involved in data handling and storage**
- **Line Managers / Supervisors responsible for team or employee records**
- **Any employees who handle personal data in their daily work**



Contents

Module 1: Overview of Data

1. Data leaks / threat in Malaysia
2. About Personal Data
3. Introduction to PDPA 2010
4. 13 Sectors / Class of Data Controller

Module 2: Strategic Risk Management in Data Protection

1. General Principle
2. Notice and Choice Principle
3. Disclosure Principle
4. Security Principle
5. Retention Principle
6. Data Integrity Principle
7. Access Principle
8. Common negligences

Module 3: Personal Data Protection Standard

1. Security Standard
2. Retention Standard
3. Data Integrity Standard

Module 4: Compliance Roadmap

1. New Obligation under PDPA Amendment
2. Action Plan
3. Final Reflection