![Malaysia HR Forum logo]

DATA PROTECTION OFFICER (DPO) CERTIFICATE PROGRAMME

27 & 28 Jan 2026 | 9 am - 5 pm

MALAYSIA HR FORUM ACADEMY
LEVEL 12, LOT 12A, MENARA PKNS PETALING JAYA,
JALAN YONG SHOOK LIN, 46050 PETALING JAYA

RM 2,600

100% HRDC Claimable

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Module Overview

In today's digital economy, protecting personal data is both a legal requirement and a moral responsibility. With stricter regulations like the GDPR and Malaysia's PDPA, the role of the Data Protection Officer (DPO) has become essential. The government's move to mandate DPO appointments highlights the need for dedicated oversight in safeguarding personal data. This 2-Day Certification Training Programme equips current and aspiring DPOs with the legal knowledge, practical tools, and strategic skills needed to manage data protection effectively. Participants will learn about privacy laws, risk management, data breach response, and how to build a culture of privacy within their organizations. Upon completion, successful participants will be certified by MHRF and ready to take on or support the responsibilities of a DPO in line with global standards.

Learning objectives

- Understand the PDPA Framework – Gain a comprehensive understanding of the Personal Data Protection Act 2010, including its principles, key definitions, and the statutory role of the Data Protection Officer, along with updates from the 2024 amendments.

- Implement PDPA Standards Effectively – Learn how to apply the PDPA Standards 2015 and navigate new responsibilities, breach notification requirements, and penalties under the amended Act.

- Strengthen Data Breach Response – Develop the skills to proactively identify, respond to, and mitigate data breaches in line with regulatory expectations.

- Lead Organizational Compliance – Learn how to build and maintain a data protection framework through policies, audits, and internal awareness, while fulfilling the ethical and operational duties of a DPO.

Targeted Participants

- Appointed or aspiring Data Protection Officer (DPO)
- Compliance Officers
- Anyone tasked with the responsibilities of overseeing and protecting personal data in the organization

Method of Training

- Lecture
- Discussion
- Case Studies
- Activity

Certification Award Requirements

To become a **Data Protection Officer (DPO)**, participants must attend a **two-day training** and successfully complete a **40-question multiple-choice assessment** as part of the program.

📌 *Disclaimer:*
This programme is developed and certified by Malaysia HR Forum based on current legislation and best practices under Act 709. We remain committed to updating our content to reflect any future guidelines issued by Commissioner of PDP.

Learning outcomes

Upon completion of the program, participants will be able to:

* Gain the essential knowledge and competence to confidently step into the role and shoulder the responsibilities of a certified Data Protection Officer,
* Understand of the PDPA 2010 with its latest amend [Personal Data Protection (Amendment) 2024], including its principles, standards, and recent amendments, enabling them to confidently navigate and apply these regulations within their organizations,
* Implement the PDPA Standards 2015, focusing on security measures, data retention policies, and ensuring data integrity for both electronic and non-electronic data,
* To achieve and maintain compliance with the PDPA, including developing comprehensive data protection policies, conducting regular audits, and managing data breach notifications effectively,
* Be prepared as the DPO to serve as internal privacy champions—educating teams, engaging leadership, and promoting a culture of transparency, trust, and accountability.

Content

Day 1: Comprehensive Foundations of Data Protection and Compliance

Module 1: Evaluating the need for Personal Data Protection Law! What is happening?

* Threats & Risk: Evaluating current and emerging threats to personal data and effect on data subjects
* International Legal Framework: Understanding the basis for local law and international standards
* Types of Personal Data: What is personal data?
* The Birth of Modern Data Protection law: The GDPR

Activity: Engage in a dynamic Group Discussion and Case Study to dissect real-life scenarios and sharpen your understanding

Content

Module 2: Mastering the fundamentals of the Personal Data Protection Act (PDPA) 2010 and the recent Amendments

- Overview of PDPA 2010: Gain a deep understanding of the regulatory framework governing data privacy in Malaysia.
- Purpose and Scope of the Act: Explore the objectives and reach of PDPA 2010, ensuring clarity on how it applies to various industries and organizations.
- Critical Terminology Unveiled: Break down key definitions like personal data, data subject, data users (data controllers), and more, to empower precise compliance.
- Applicability and Exemptions: Understand the specific cases where the Act applies and where exemptions exist, giving you a competitive edge in navigating compliance.
- The 2024 Amendments - Personal Data Protection (Amendment) 2024: Stay ahead with insights into the latest legislative changes that will shape data protection strategies.

Activity: Scenario analysis, Interactive quiz and Case Study

Module 3: Data Protection Officer guidelines

- Complying with Requirements: What are the requirements for DPO
- Roles of DPO: Understanding responsibilities of DPO
- Avoiding Conflict of Interest: Who can be a DPO, allocating resources and addressing Conflict of Interest

Activity: Interactive game to test knowledge and group discussion

Module 4: Achieving compliance with PDPA 2010 and Data Standards 2015

- The Data Protection Principles: Master the core principles governing the collection, use, and management of personal data to ensure compliance.
- The General Code of Practice: Understand the general guidelines governing data protection for various industries
- Empowering Data Subjects: Understand and uphold the rights of data subjects, ensuring transparency and trust in your data practices.

Activity: Participate in an insightful Group Discussion on real-world scenarios to test your knowledge of applying these principles in challenging situations.

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Content

DAY 2: ADVANCED STRATEGIES FOR DATA PROTECTION AND INCIDENT MANAGEMENT

Recap and Review of Day 1

Module 5: Conducting Data Protection Impact Assessments (DPIAs)
- What is a DPIA: When and how to conduct a DPIA
- Exploring methods to identify risk: Risk mitigation techniques
- Documenting and reporting DPIAs: Taking action on evidence
- Integrating with enterprise risk management (ERM): Importance of integration at the larger response level

Activity: Practical Activity, Group Discussion

Module 6: Handling data breaches and incident response
- What is security incident: Identifying the types of security breaches
- Threshold for notification: When, timing and how to notify
- Responsibilities: What needs to be done when a data breach occurs. Responsibilities of the organization and DPO
- Mitigation Strategies: Managing effects of data breaches

Activity: Practical activity on data breach response plan, Group discussion

Module 7: Implementation strategies & data protection best practices
- Crafting a Data Protection Policy: Learn how to design a comprehensive data protection policy tailored to your organization's unique needs.
- Key Elements of a Robust Policy: Uncover the essential components that make your data protection policy effective and future-proof.
- Conducting Regular Compliance Audits: Establish a rigorous audit framework to continuously monitor and ensure adherence to data protection standards.
- Sustaining Continuous Improvement: Explore the tools and techniques for ongoing enhancement of your data protection practices, ensuring resilience and adaptability.
- Coordination and Reporting: Reporting to management and regulators, Coordinating with IT, legal, and HR departments
- Setting the tone for the organization: Building a culture of privacy
- Handling difficult situations: Ethical considerations for DPOs

Activity: Engage in Group Discussions, Case Studies, and Scenario Analysis to apply best practices and assess real-time challenges, driving continuous learning and improvement