

ANNEX A – Checklist for Data Protection and Declaration of Personal Data Compliance

Question	Data Protection	Responses and Supporting Documents
1	The organisation has data protection policies and practices in place, laying out the organisation's approach to managing personal data (including sensitive personal data).	
2	The organisation has published and communicated data protection policies and practices to relevant internal and external stakeholders through appropriate platforms.	
3	The organisation has documented policies and processes to review, update and monitor compliance of data protection policies and practices.	
4	The organisation has documented policies and processes on how it performs risk and impact assessments on its operational functions, business needs and processes which involve personal data.	
5	The organisation has established a data breach management plan and has communicated it to relevant internal and external stakeholders.	
6	The organisation has appointed a competent DPO who is responsible for the organisation's data protection regime and compliance with the PDPA.	
7	The organisation has put in place training and awareness programmes to ensure all employees are aware of the organisation's data protection obligations and requirements.	
8	The organisation has documented and implemented appropriate protection measures to prevent unauthorised access, collection, use and disclosure of personal data in its possession or under its control.	
9	The organisation has its cloud storage stored locally per contractual agreement.	
10	The organisation needs to declare any past or current mandatory reportable personal data breaches as defined under Part 6A of the Personal Data Protection Act 2012 within the last three (3) years preceding this tender. Please declare Yes or No. If Yes, elaborate the details.	

ANNEX A (Cont') – Checklist for Data Protection and Declaration of Personal Data Compliance

Question	Data Protection	Responses and Supporting Documents
11	The organisation has documented policies and processes for the secure disposal and/or destruction of personal data when it is no longer required. The organisation will provide a certificate of secure destruction issued by its own certified vendor.	
12	The organisation has attained Data Protection Trustmark Certification. If yes, please state the validity period.	

Declaration of Personal Data Compliance

1. The company certify it has appointed the following person(s) as its Data Protection Officer under Section 11(3) of the Personal Data Protection Act 2012:

No	Name(s) of Tenderer's Data Protection Officer(s)	NRIC Number/Passport Number (Last 4 characters)

2. The company has not had more than one (1) mandatory reportable personal data breach as defined under Part 6A of the Personal Data Protection Act 2012 within the last three (3) years preceding this tender. Please provide details of any mandatory reportable personal data breaches which have occurred within the last three (3) years preceding this tender if any.

Full Name of Authorised Representative

Signature and Company Stamp

Designation

Date