



PDPA SELF-ASSESSMENT CHECKLIST

For internal self-assessment use only

This high-level, non-exhaustive checklist helps organisations do an initial sense-check of their readiness for Singapore's Personal Data Protection Act (PDPA). It is not a full compliance assessment, audit tool, or legal advice, and it does not cover all PDPA requirements.

Use this as a starting point to identify potential gaps. For a more detailed review or formal audit preparation, you should seek professional advice or conduct a comprehensive PDPA assessment.

Answer each question with Yes, No, or Not Sure. If you answer "No" or "Not Sure" to several areas, your PDPA foundation likely needs strengthening.

1. Governance & Accountability

☐ Yes ☐ No ☐ Not Sure - Do you have a formally appointed Data Protection Officer (DPO)?

☐ Yes ☐ No ☐ Not Sure - Is your DPO's role documented and communicated to staff?

☐ Yes ☐ No ☐ Not Sure - Do you maintain an updated list of personal data collected and processed?

☐ Yes ☐ No ☐ Not Sure - Are responsibilities for data protection clearly assigned within the organisation?

2. Policies, Notices & Consent

☐ Yes ☐ No ☐ Not Sure - Do you have documented policies covering collection, use, and disclosure of personal data?

☐ Yes ☐ No ☐ Not Sure - Are customers informed about the purpose of data collection?

☐ Yes ☐ No ☐ Not Sure - Do you obtain consent before collecting, using, or disclosing personal data?

☐ Yes ☐ No ☐ Not Sure - Do you have procedures for withdrawal of consent and data access requests?

3. Data Management Practices

☐ Yes ☐ No ☐ Not Sure - Do you track where personal data is stored (cloud, servers, paper files)?

☐ Yes ☐ No ☐ Not Sure - Do you have controls to limit staff access to personal data?



- ☐ Yes ☐ No ☐ Not Sure - Do you have clear data retention and disposal procedures?
- ☐ Yes ☐ No ☐ Not Sure - Are physical and IT security measures in place to protect data?

4. Training & Awareness

- ☐ Yes ☐ No ☐ Not Sure - Are staff trained in PDPA awareness at least once a year?
- ☐ Yes ☐ No ☐ Not Sure - Do new hires receive PDPA training during onboarding?
- ☐ Yes ☐ No ☐ Not Sure - Are refresher sessions or reminders sent when policies change?

5. Third-Party Management

- ☐ Yes ☐ No ☐ Not Sure - Do you have data protection clauses in your vendor or outsourcing contracts?
- ☐ Yes ☐ No ☐ Not Sure - Do you verify that vendors comply with PDPA standards?
- ☐ Yes ☐ No ☐ Not Sure - Is there a process for vendor data return or destruction after contract termination?

6. Incident Response & Breach Management

- ☐ Yes ☐ No ☐ Not Sure - Do you have an incident response plan for data breaches?
- ☐ Yes ☐ No ☐ Not Sure - Do you test your breach reporting process at least once a year?
- ☐ Yes ☐ No ☐ Not Sure - Do you have procedures to notify PDPC and affected individuals?

Interpreting Your Results

- **Mostly Yes:** You appear to have a solid foundation and may be reasonably prepared for further PDPA readiness work, such as more detailed gap analysis or DPTM preparation.
- **Mix of Yes and No:** You should strengthen weaker areas before considering any formal audit or certification.
- **Mostly No:** You likely need structured PDPA implementation support and a more detailed review.

For assistance, contact:

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