



DPTM / SS 714:2025 READINESS SELF-ASSESSMENT CHECKLIST

For internal self-assessment use only

This high-level checklist helps organisations conduct an initial readiness review for Singapore's Data Protection Trustmark (DPTM) based on the current SS 714:2025 framework. It is not the official certification standard, a certification assessment, or legal advice.

Use this as a starting point to identify potential gaps. For a more detailed review, you should conduct a structured readiness assessment and gather supporting evidence.

Answer each question with Yes, No, or Not Sure. If you answer 'No' or 'Not Sure' to several items, your data protection programme may need strengthening.

1. Governance & Transparency

- ☐ Yes ☐ No ☐ Not Sure - Do you have a formally appointed Data Protection Officer (DPO) with documented responsibilities?
- ☐ Yes ☐ No ☐ Not Sure - Are data protection policies and notices approved by management and reviewed periodically?
- ☐ Yes ☐ No ☐ Not Sure - Are privacy notices communicated to employees, customers, applicants and other relevant stakeholders?
- ☐ Yes ☐ No ☐ Not Sure - Do you maintain a current personal data inventory or record of processing activities?
- ☐ Yes ☐ No ☐ Not Sure - Do you conduct risk or impact assessments for new or changed activities involving personal data?

2. Management of Personal Data

- ☐ Yes ☐ No ☐ Not Sure - Are purposes for the collection, use and disclosure of personal data clearly defined and documented?
- ☐ Yes ☐ No ☐ Not Sure - Where consent is required, do you obtain, record and manage consent appropriately?
- ☐ Yes ☐ No ☐ Not Sure - Are there documented controls for the use and disclosure of personal data on a need-to-know basis?
- ☐ Yes ☐ No ☐ Not Sure - Do you have a documented process to manage overseas transfers of personal data?



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2. Management of Personal Data

☐ Yes ☐ No ☐ Not Sure - Are contracts with vendors or data intermediaries aligned with data protection obligations?

☐ Yes ☐ No ☐ Not Sure - Is data protection built into projects, systems and process changes by design?

3. Care of Personal Data

☐ Yes ☐ No ☐ Not Sure - Do you apply reasonable technical and organisational security measures to protect personal data?

☐ Yes ☐ No ☐ Not Sure - Are access rights, authentication and privileged access reviewed regularly?

☐ Yes ☐ No ☐ Not Sure - Do you have a retention schedule and secure disposal process for personal data?

☐ Yes ☐ No ☐ Not Sure - Do you have processes to keep personal data accurate, complete and up to date where necessary?

☐ Yes ☐ No ☐ Not Sure - Do you monitor and respond to security weaknesses, incidents or unauthorised access?

4. Safeguarding Individuals' Rights

☐ Yes ☐ No ☐ Not Sure - Do you have procedures to handle access and correction requests within required timeframes?

☐ Yes ☐ No ☐ Not Sure - Can individuals withdraw consent and are those requests actioned properly?

☐ Yes ☐ No ☐ Not Sure - Do you have clear channels for data protection queries, complaints and dispute handling?

☐ Yes ☐ No ☐ Not Sure - Is there a documented personal data breach assessment, escalation and notification process?

☐ Yes ☐ No ☐ Not Sure - Have relevant staff received periodic data protection training and awareness?



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This checklist is an Apex readiness aid and does not reproduce the official standard.

Interpreting Your Results

- **Mostly Yes:** You appear to have a reasonable DPTM / SS 714:2025 foundation. A detailed readiness review and evidence check may help confirm certification preparedness.
- **Mix of Yes and No / Not Sure:** Some areas may require strengthening. Consider prioritising policy, process, control and evidence gaps before a formal assessment.
- **Mostly No / Not Sure:** Your organisation may benefit from a structured data protection improvement programme covering governance, policies, implementation, training and evidence preparation.

Common Evidence to Prepare

- DPO appointment and governance records
- Data protection policies, notices and consent records
- Personal data inventory or processing records
- Vendor or data intermediary agreements
- Access control, security, retention and disposal procedures
- Incident response and breach notification workflow
- Training records and request or complaint logs

For assistance, contact:

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