



PDPA SELF-ASSESSMENT CHECKLIST

For internal self-assessment use only

This high-level, non-exhaustive checklist helps organisations carry out 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, 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 may need 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 up-to-date inventory of the personal data your organisation collects, uses, discloses, stores and disposes of?
- ☐ 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 the collection, use and disclosure of personal data?
- ☐ Yes ☐ No ☐ Not Sure - Are individuals notified of the purposes for which their personal data is collected, used or disclosed?
- ☐ Yes ☐ No ☐ Not Sure - Where consent is required, do you obtain and document appropriate consent before collecting, using or disclosing personal data?
- ☐ Yes ☐ No ☐ Not Sure - Do you have procedures for withdrawal of consent, access requests and correction requests?

3. Data Management Practices

- ☐ Yes ☐ No ☐ Not Sure - Do you track where personal data is stored, including cloud services, servers and paper records?
- ☐ Yes ☐ No ☐ Not Sure - Do you have controls to limit staff access to personal data based on business need?
- ☐ Yes ☐ No ☐ Not Sure - Do you have clear data retention and disposal procedures?
- ☐ Yes ☐ No ☐ Not Sure - Are reasonable physical, administrative and technical security measures in place to protect personal data?



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4. Training & Awareness

- ☐ Yes ☐ No ☐ Not Sure - Do relevant staff receive regular PDPA and data protection awareness training?
- ☐ Yes ☐ No ☐ Not Sure - Do new hires receive PDPA training or data protection guidance during onboarding?
- ☐ Yes ☐ No ☐ Not Sure - Are refresher sessions or reminders provided when policies, processes or risks change?

5. Third-Party Management

- ☐ Yes ☐ No ☐ Not Sure - Do contracts with relevant vendors or data intermediaries include appropriate data protection obligations?
- ☐ Yes ☐ No ☐ Not Sure - Do you assess whether vendors and data intermediaries have appropriate data protection and security measures in place?
- ☐ Yes ☐ No ☐ Not Sure - Is there a process for the return, deletion or destruction of personal data after a vendor relationship ends?

6. Incident Response & Breach Management

- ☐ Yes ☐ No ☐ Not Sure - Do you have an incident response plan for personal data breaches?
- ☐ Yes ☐ No ☐ Not Sure - Do you periodically test your data breach response and escalation process?
- ☐ Yes ☐ No ☐ Not Sure - Do you have procedures to assess whether a data breach is notifiable and, where required, notify the PDPC and affected individuals?

Interpreting Your Results

- **Mostly Yes:** You appear to have a reasonably established PDPA foundation. A more detailed gap assessment may help validate your practices and identify opportunities for further improvement or DPTM readiness.
- **Mix of Yes and No / Not Sure:** Some areas may require strengthening. Consider conducting a structured PDPA gap assessment and prioritising remediation of identified weaknesses.
- **Mostly No / Not Sure:** Your organisation may benefit from a more structured PDPA implementation programme covering governance, policies, processes, training and supporting evidence.

For assistance, contact:

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