



PDPA Compliance Guideline

Preliminary Guideline for making the organization operate its business to be in accordance with Personal Data Protection Act B.E. 2562 (2019) (PDPA)

1. In-depth analysis of internal data management



1.1 Before implementing the personnel work procedure, documentation, or internal management system for PDPA compliance, the organization should analyze and review its internal data management of the existing personal data in the organization as a priority. Without analyzing and reviewing the existing data management of personal data, it would be hard for the organization to aware of the existing risks and handle them incorrectly.

1.2 Record of Processing Activities (ROPA) is required for every organization and must be in accordance with PDPA. ROPA can be used as a tool for helping the organization review whether each existing activities that related to personal data and processing of personal data in such activities comply with PDPA or not.

1.3 Upon the completion of 1.1 and 1.2, the organization will see the big picture of activities and personal data that flowing inside the organization and will be able to proceed with the next step to mitigate such exposed risks.

2. Documentation

Draft, revise or improve documents that relating to personal data is the process that the organization should proceed as the preparation of documents required by PDPA will help the organization to operate its business to be in accordance with PDPA and help to mitigate the risks of having a dispute for PDPA non-compliance.



3. Internal Data Management

Implementing a management system and internal work procedure after reviewing and preparing legal documents will help the organization to be prepared for dealing with any activities that may arise or request the organization to proceed, such as procedures for data subject rights requests under PDPA.

4. Awareness Training for Personnel of the Organization

4.1 Providing training to personnel of the organization to raise awareness and knowledge about PDPA (Awareness Training) will help to push the organization to operate its business in accordance with PDPA as the personnel of the organization is one of the parts that deal with personal data. Therefore, raising the awareness and knowledge of its personnel will help the organization to operate its business in the right way and in accordance with PDPA.

4.2 Also, Awareness Training is one of the security standards required under PDPA.





5. Monitoring

5.1 Appointing the Data Protection Officer (DPO) in the organization is required to do so if the nature of the organization's business is specified under PDPA. The appointed DPO will have a duty to monitor whether the organization complies with PDPA or guidelines and policies set by the organization or not.

5.2 As PDPA will be fully effective on 1st June 2022 still has some parts and context that are pending for further sub-regulation in the future, the organization then required to keep monitoring the change in PDPA and any announcement of the sub-regulation or rules in the future. This will help the organization to be able to review whether such change or sub-regulation will affect the procedure of the organization or not.

One-stop service for PDPA Advisory and Implementation

1

If you need a support for implementing your organization to comply with PDPA properly



PDPA Implementation

Implementing the business operation to be in accordance with PDPA by legal professionals team, analyzing systematic gap in PDPA compliance and recommendation for adjusting the work procedure, which will be concluded in "Gap Analysis Report", including the preparation of all legal document related to PDPA that is necessary for your business operation.

2

If you need a discussion with legal professionals for an issue related to PDPA



PDPA Advisory

Consult service by legal professional about guideline or queries concerning PDPA. We have many packages that suit with your needs.

3

If you need a support for raising the PDPA awareness and knowledge for your employees



PDPA Training & Seminars

Provide training about the overview and principle of PDPA for the personnel of the organization, and can be conducted as onsite training and online training. The training will be decided and conducted by PDPA legal professionals, which can be adjusted to suit your organization.

4

If you have already implemented PDPA but still uncertain with the proceeded implementation



PDPA Compliance Audit

Conduct the review in legal aspects for the existing work procedures, measures, privacy policy and documents related to personal data in order to prepare for the Compliance Audit Report and provide advices about the proper guideline to comply with PDPA.

If you are interested in our services or need more information, you can reach us at sales@datawow.io or call 02-024-9119

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