**Data Protection Essentials (DPE) Claim Submission Checklist**

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| IMPORTANT NOTES  1. This checklist shall be filled up **only upon completion of DPE one-stop professional service (comprises of one-time setup and 6th month review)**. 2. For smooth grant disbursement, please ensure all sections in this checklist are filled up and supporting documentations are attached according to the annexes indicated 3. Grant applicant is required to complete this checklist\* and submit claim together with the following supporting documents via the [Claim Application Form](https://go.gov.sg/claims-application).  * Grant Eligibility Declaration Acknowledgement email * Sign-off Completion report for DPE one-stop professional service      1. Incomplete submission will be rejected.   \*Note: Kindly limit the file size of this checklist to 10MB |

Part A - PROJECT DETAILS

| **PROJECT DETAILS** | |
| --- | --- |
| **Description** |  | |
| Project Tile: | Data Protection Essentials Programme | |
| Grant Applicant: | Click or tap here to enter text. | |
| Grant Approved: | $1,600 | |
| Project Commencement Date: |  | |

Part B: - CLAIM AND DELIVERABLES

| **SECTION 1: CLAIM DETAILS** | | | | |
| --- | --- | --- | --- | --- |
| **S/N** | **Description** | **Amount to be claimed (S$)** | **Supporting Document (Invoice, contract)** | **Remarks** | |
| 1 | Data Protection Essentials one-stop professional service (One-time setup + 6th month review) | 1,600 | [Attach invoice here] |  | |
| 2 | Signed agreement/contract for subscription of one-year DPE retainer service | [Attach signed agreement/contract here] |  | |

| **SECTION 2: DP ESSENTIALS ONE-STOP PROFESSIONAL SERVICE (ONE-TIME SETUP + 6TH MONTH REVIEW)** | | | | |
| --- | --- | --- | --- | --- |
| **S/N** | **Description** | **Supporting Documentations** | **Attachment** | **Remarks** |
| **A. Accountability** | | | | |
|  | Register the DPO on ACRA BizFile+ and make available the business contact information of DPO to the public | Screen capture of DPO information on ACRA BizFile+  Website privacy/data protection notice with DPO contact information | [Attach file here]   * URL of website policy   [Enter URL here] |  |
|  | Document accounts, hardware, software, data assets using Asset Inventory Map | Screenshot of Asset Inventory Map  Screen capture of one endpoint Operating System (OS) license | [Attach file here]  [Attach file here] |  |
| **B. Training and Communication** | | | | |
|  | Mandate all staff to complete:   1. the PDPA E-Learning Programme 2. Cyber awareness training | System generated report from PDPA e-Learning on staff assessment results  Employee training records (Training title, names of attendees and date of training) on cyber awareness | [Attach file here]  [Attach file here] | Records should include refresher training conducted at the 6-month review |
|  | Identify key personnel to attend the PDPC courses if they do not possess any prior data protection training certifications listed in the DPO Competency Framework and Training Roadmap | Statement of Attainment (SOA) issued by SkillsFuture Singapore (SSG) | [Attach file here] |  |
| **C. Security** | | | | |
|  | Anti-virus and anti-malware applications installed in endpoints to detect attacks | Screen capture of anti-virus and anti-malware applications installed in one endpoint | [Attach file here] | Approach your Service Provider for the 6-month review security report |
|  | Encryption for storage and transmission | Screen capture of data encryption at rest, e.g. Disk encryption (e.g. Bitlocker), File encryption (e.g. VeraCrypt, 7zip, GNUPG), Database encryption (e.g. Using customer’s database’s native encryption features) |
|  | Secured configuration | Cyber Essentials Mark / Cyber Trustmark Certificate or Compliance Report on secure configuration of endpoints, and/or SAAS productivity suite (M365 or Google Workspace) based on CIS benchmark Level 1 |
|  | Regular backup of essential business information | Screen capture of backup and restoration/recovery |
| **D. 6TH MONTH REVIEW** | | | | |
|  | Review of robustness of practices implemented through desktop and phishing exercises | After-action report on phishing simulation and table-top exercises | [Attach file here] | Approach your Service Provider for the after-action report on phishing simulation and table-top exercises |