

Invitation to Tender

Development of Personal Data Protection Practitioner Course and Provision of Train-the-Trainer Services for AITI

Reference:	AITI/8/1/0209DPO
Opening Date:	Monday, 2 September 2024
Closing Date:	Wednesday, 2 October 2024 at 3:00pm
Email:	procurement@aiti.gov.bn
Information Day:	N/A
Document Fee (non-refundable):	BND 100.00
Tender Deposit (refundable):	N/A
Total Fees Payable:	BND100.00

EXECUTIVE SUMMARY

This executive summary contains the high-level scope of work involved in the project.

1. The upcoming Personal Data Protection (PDP) law will confer certain obligations on private sector organisations. One of the key obligations include 'Accountability,' which involves the appointment of at least one Data Protection Officer (DPO) within an organisation.
2. The roles and responsibilities of a DPO includes:
 - 2.1. Developing and implementing data protection policies and practices;
 - 2.2. Communicating the organisation's data protection policies and practices to its staff;
 - 2.3. Developing complaints' handling processes;
 - 2.4. Publishing the above policies, practices and processes; and
 - 2.5. Making their business contact information publicly available.
3. AITI is thereby seeking a Vendor to develop a training syllabus ("PDP Practitioner Course") and provide training services to AITI staff covering the entire end-to-end training cycle, including planning and preparing for a training event, managing the learning environment and training the participants. The scope of work will cover training techniques, training classroom environment, creating learning materials, and train-the-trainer to deliver a training programme on the fundamentals of personal data protection.
4. The main objective of this project is to upskill AITI staff in the effective delivery of the PDP Practitioner Course for DPOs of private-sector organisations, ensuring that DPOs aware of data protection policies and practices which are in line with the upcoming data protection law for Brunei Darussalam.

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