

USER MANUAL PERSONAL DATA PROTECTION SYSTEM (SPDP)

REGISTRATION OF DATA PROTECTION OFFICER (DPO)

DEPARTMENT OF PERSONAL DATA PROTECTION

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1.0 INTRODUCTION

The Personal Data Protection Act 2010 [Act 709] aims to protect personal data in commercial transactions from being misused by irresponsible parties. To ensure compliance with Act 709, Section 12A imposes an obligation for data controller and data processor to appoint one or more Data Protection Officer (DPO). Appointing a DPO is an important step to ensure that organisation always comply with Act 709 and protect data subject's rights regarding their personal data. The effective date for DPO appointments is 1 June 2025.

According to Personal Data Protection Commissioner's Circular No. 1/2025, data controller and data processor must appoint DPO if they meet any of the following conditions:

- a) processing involves personal data exceeding 20,000 data subjects;
- b) processing involves sensitive personal data including financial information data, exceeding 10,000 data subjects; or
- c) processing involves activities that require regular and systematic monitoring of personal data.

After DPO has been appointed, tha data controller shall notify the Commissioner of the appointment within twenty-one (21) days from the date of appointment. This notification needs to be done by registering DPO through the Personal Data Protection System (SPDP), which is accessible via the link <u>https://daftar.pdp.gov.my</u>.

2.0 PURPOSE

This User Manual is to provide guidance to data controller regarding the steps to register the appointed DPO's information.

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3.0 PREREQUISITE

Before commencing registration, the data controller must ensure:

- a) the appointed DPO fulfills the appointment requirements stipulated in Personal Data Protection Commissioner's Circular No. 1/2025;
- b) a dedicated official business email account for the DPO is established to ensure personal data protection matters are handled professionally; and
- c) the DPO's appointment letter has been prepared as proof of the official appointment for upload into the system.

4.0 REGISTRATION OF DATA PROTECTION OFFICER

4.1 User Sign-Up



Figure 1: Personal Data Protection System (SPDP) Homepage



Figure 2: Data Protection Officer Main Sign-Up Page

< Kembali ke menu utama/ Return to main menu	Step 4: Complete the required information.		
Daftar Masuk/ Sign Up	*Note ·		
Pegawai Perlindungan Data / Data Protection Officer	The Official Data Protection Officer (DPO)		
Nama Organisasi/ Organisation's Name *:- E-mel Rasmi Pegawai Perlindungan Data/ Data Protection Officer's Official Email*:	email is a formal email address establish specifically for the DPO. It serves as both the us login and the official communication channel w the Commissioner for all DPO-related matter concerning the organization.		
Kata Laluan/ Password*:			
Retype your password	If an organization shares a DPO's official email for		
Password strength: At least 12 characters Uppercase letters (A–Z)	multiple entities (such as subsidiaries under a parent company), this email must be recorded in the Organization Information (refer to Figure 10).		
Numbers (0–9)	However, it's crucial for each entity to have its own		
Symbols (!@#\$%^&*)	soporete official DPO amail. This distinct amail is		
Sahkan Kata Laluan/ Confirm Password*	essential for dedicated user login and direct		
Retype your password	communication with the Commissioner ensuring		
Password strength: At least 12 characters	clear segregation in personal data protection matters for each entity.		
Uppercase letters (A–Z)	A CONTRACT AND A CONTRACT		
Numbers (0–9) Symbols (!@#\$%^&*)	Step 5: Click button "Henter /		
Batal/ Cancel Hantar/ Submit	Submit".		





Figure 4: User ID Verification Page

	A THE REPORT OF THE REPORT
Log Masuk Pengguna / U	ser Login
E-mel Rasmi Pegawai Perlindungan Data Official Email	Step 8: Enter the Data Protection Officer's official email address and password that has been registered.
Kata Laluan / Password	
	2
Log Masuk / Log In Click button Masuk / Log	"Log <u>' / Forget Password?</u> g In".

Figure 5: User Login Page



Berikut merupakan kod (TAC) bagi log masuk sistem.	Step 10: Open your email. TAC number will be sent to the
764723	registered Data Protection Officer's official email

Kod (TAC) ini sah untuk tempoh 5 minit atau setelah kali pertama digunakan.

Terima kasih, Jabatan Perlindungan Data Peribadi (JPDP)

Figure 6: TAC Number Via Email Screen



Log Masuk Pengguna / User Login

E-mel Rasmi Pegawai Perlindungan Data / Data Protection Officer's Official Email

Kata Laluan / Password Image: Step 11: Enter TAC Number. Image: Step 11: Enter TAC Number. Image: Step 12: Click button "Log Masuk / Log In".

Figure 7: User Login Screen with TAC Number



Figure 8: Main Dashboard Page

4.2 Register Organisation Information

The following are the steps to register organisation information :

SPDP	=		@gmail.com
네 Laman Utama	Maklumat Organisasi / Org	ganisation Information	R Home / Organisations
Step 13: Click "Maklumat Organisasi".	No Sijil Perakuan Pendaftaran SPDP SPDP Registration Certificate No Sector Sector Jenis Pendaftaran Organisasi Types of Organisation's		Step 14: Click button "Kemas kini / Edit" .



Adakah organisasi anda berada dalam 13 golongan pengawal data? / k your organisation dastified under the 13 categories of data controllers? *: Adakah organisasi anda berada dalam 13 golongan pengawal data? / k your organisation dastified under the 13 categories of data controllers? *: Adakah organisasi anda berada dalam 13 golongan pengawal data? / k your organisation dastified under the 13 categories of data controllers? *: Adakah organisasi / Types of Organisation Registration *:				@gma
Makah organisasi anda berada dalam 13 golongan pengawal data? / Is your organisation classified under the 13 catagories of data controllers? *: Var Yes Tabak / No ents Pendaftaran Organisasi/ Types of Organisation Registration *: I vana Organisasi (yang didaftarkan di bawah Suruhanjaya Syarikat Malaysia (SSM) atau Badan Kawal Sela) / No ** Megulatory Body?: SYARIKAT ABC ** O Pendaftaran Organisasi/ Organisation is Registration humber*: No. Pendaftaran Organisasi (Lama) / Organisation No. (Oid): ** No No. Pendaftaran Organisasi (Lama) / Organisation No. (Oid): No. Pendaftaran Organisasi (Lama) / Organisation No. (Oid): ** No No. Pendaftaran Organisasi / Address Line 1*: No. Falsi / Address Line 2: No. Falsi / Fox No: Step 16: No. Falsi / Fox No: Emeril Rasmi Organisasi / Organisati /	maskini Maklumat Organisasi/ L	pdate Organisation Detail	*	Home / Organisations / SYARIKAT ABC /
Angundary rooty . SYARIKAT ABC marked with an asterisk (*).	dakah organisasi anda berada dalam 13 golong) Ya/ Yes Tidak/ No ektor/ Sector *: enis Pendaftaran Organisasi/ Types of Organisatio 1 lama Organisasi (yang didaftarkan di bawah Su	ın pengawal data? / Is your organisation classified under the s 	3 categories of data controllers? *: Step 15: Fill in all the required your organization. <u>*Note:</u> Make sure to fill in	d details about
	r Regulatory Body)*: SYARIKAT ABC		marked with an aster	isk (*).
Alamat Baris 1/ Address Line 1*: Alamat Baris 2/Address Line 2: Alamat Baris 2/Address Line 2: Alamat Baris 3/ Address Line 3: No. Telefon/ Phone No. *: No. Faks/ Fax No.: E-mel Rasmi Organisasi / Organisation's Official Email*: Step 16: nov Step 16:	-mel Rasmi Rasmi DPO/ DPO's Official Email:	ntion Number*: No. Pend	s ftaran Organisasi (Lama)/ Organisation's Registre	ation No. (Old):
Alamat Baris 2/Address Line 2 : Negeri/ State*: Pillih Negeri Alamat Baris 3/ Address Line 3: Bandar/ City*: Pillih Bandar No. Telefon/ Phone No. *: No. Faks/ Fox No.: E-mel Rasmi Organisasi / Organisation's Official Email*: Step 16: Pillih Bandar Step 16: Pillih Bandar	Alamat Baris 1/ Address Line 1*:		Poskod/ Postcode *:	
Alamat Baris 3/ Address Line 3: Bandar/ City*: Pilih Bandar No. Telefon/ Phone No. *: No. Faks/ Fox No.: E-mel Rasmi Organisasi / Organisation's Official Email*: Step 16: not Compared to the second	Alamat Baris 2/Address Line 2 :		Negeri/ State*: Pilih Negeri	~
No. Telefon/ Phone No. *: No. Faks/ Fox No.: E-mel Rasmi Organisasi / Organisation's Official Email*: Step 16:	Alamat Baris 3/ Address Line 3:		Bandar/ City*:	
No. Telefon/ Phone No. *: No. Faks/ Fax No.: E-mel Rasmi Organisasi / Organisation's Official Email*: Step 16: programmed and statements of the statement of t			Pilih Bandar	~
Step 16: Simpar/ So	No. Telefon/ Phone No. *:	No. Faks/ Fax No.:	E-mel Rasmi Organisas	si / Organisation's Official Email*:
Olials hutton (Omenand Onesall			itep 16:	simpan/ Save

Figure 10: Organisation Information Update Page

4.3 Register Data Protection Officer Information

Before registering Data Protection Officer information, make sure all organisation information has been completed. The following are the steps to register Data Protection Officer Information:

SPDP	=	
냍 Laman Utama 宜 Maklumat Organisasi	Pegawai Perlindungan Data/ Data Protection Officer	😤 Home / DPO
Aa Maklumat Pegawai Perlindungan Data	tambah DPO/ Add DPO Click button "Tambah DPO / Add DPO". Officer Official Email appointed as the DPO	Tindakan Action
<u>Step 17:</u> Click "Maklumat Pegawai Perlindungan		00
Data".	Figure 11: Data Protection Officer Page	

PO's Official Email	S thariq@pdp.gov.my
Nama Pegawai Officer's Name	Nama Pegawai/ Officer's Name
* Warganegara Nationality	Malaysia × •
* No Kad Pengenalan atau No Pasport IC Number or Passport Number	No Kad Pengenalan atau No. Pasport/ IC Number or Passport Number Step 19: Complete the required information for the Date Protection Officer.
* No Telefon Phone Number	No. Telefon/ Phone Number *Note:
* Emel Rasmi Pegawai yang lantik sebagai DPO	 Ernel Rasmi Pegawai yang dilantik sebagai DPO/ Officer appointed as Make sure to fill in all information marked with an asterisk (*).
er appointed as ne DPO's Official Email	2. Please make sure your DPO appointme document is uploaded in .pdf format only an
arikh lantikan of appointment	a 2025-06-24 has a maximum size of 2MB.
atus Lantikan	Sila Pilih Status Lantikan/ Please select the appointment status
l ari organisasi ease upload the appointment ument from the organisation	
* Kelulusan Pendidikan tertinggi ighest Education Qualification	Sila Pilih Kelulusan Pendidikan tertinggi/ Please select the Highest Education Qualification 🛩
* Bidang Pengkhususan of Specialisation	Sila Pilih Bidang Pengkhususan/ Please select the area of specialization
	Latihan dan Pensijilan yang pernah disertai berkenaan DPO Training and Certification Attended Related to DPO:
Kursus Course	Tajuk Kursus/ Course Title Penganjur/ Organizer Tarikh Mula/ Start Date Tarikh Tamat/ End Date

Figure 12: Data Protection Officer Information Page To Be Filled In



Figure 14: Confirmation Of Notification Of Data Protection Officer

Data





Pengesahan Pemberitahuan Pegawai Perlindungan Data (DPO)

Sukacita dimaklumkan bahawa Pesuruhjaya Perlindungan Data Peribadi (PPDP) telah mengesal pemberitahuan Pegawai Perlindungan Data (DPO) bagi organisasi	nkan penerimaan / pada 11/06/2025
Nama Pegawai Perlindungan Data: E-mel Rasmi DPO: E-mel Rasmi Pegawai yang dilantik sebagai DPO: Maklumat ini akan direkodkan dalam sistem kami sebagai rujukan rasmi. Sekiranya terdapat sebara terhadap butiran DPO yang didaftarkan, pihak Tuan/Puan diminta untuk mengemaskini secara rasm	Step 24: Confirmation of the notification will be sent to both the Data Protection Officer's official email and the official email of the appointed Data Protection Officer.
ditetapkan. Pautan Sistem Perlindungan Data Peribadi (SPDP): <u>http://daftar.pdp.gov.my</u> Sekian, terima kasih atas kerjasama dan komitmen Tuan/Puan dalam mematuhi keperluan Akta Pe Peribadi 2010 [Akta 709].	<u>*Note:</u> To add more than one Data Protection Officer, simply repeat Steps 18 through 23 for each additional DPO.

Figure 15: Confirmation Of Notification Of Data Protection Officer Via Email

5.0 UPDATE ORGANISATION INFORMATION

The following are the steps to update organisation information:

SPDP	=				@gmail.cor
🖼 Laman Utama	Maklumat Organisasi	/ Organisation Information		# H	ome / Organisations
t Maklumat Organisasi 🚁 Maklumat Pegi yai Perlindungan Data				ď	Kemaskini <i>i Edit</i>
<u>Step 25:</u> Click "Makluma Organisasi".	t No Sijil Perakuan Pendaftaran SPDP SPDP Registration Certificate No	REMATING SCIAL	S C E	itep 26: Click button " Kemas kini / E dit ".	
	Sektor Sector Jenis Pendaftaran Organisasi Types of Organisation's Registration Nama Organisasi Organisation's Name	Harta Intelek/ Intellectual Property Koperasi/ Cooperative SYARIKAT ABC			

Figure 16: Organisation Information Page

				@gmai
emaskini Maklumat Organisasi/ Update O	rganisation Detail		😤 Ho	me / Organisations / SYARIKAT ABC /
Adakah organisasi anda berada dalam 13 golongan pengawal	data? / Is your organisation classified u	nder the 13 categories of data	Steps 27: Update information.	organisation
Ya/ Yes 🧕 Tidak/ No			*Noto	
Sektor/ Sector *:			1 Make sur	e to fill in all
Harta Intelek/ Intellectual Property			information	marked with an
Jenis Pendaftaran Organisasi/ Types of Organisation Registration	k.		asterisk (*)	
Koperasi / Cooperative				~
E-mel Rasmi Rasmi DPO/ DPO's Official Email:	: 1	No. Pendaftaran Organisasi	(Lama)/ Organisation's Registration	on No. (Old):
Alamat Baris 1/ Address Line 1*: JALAN PANGLIMA			Poskod/ Postcode *:	
Alamat Baris 2/Address Line 2.			Negeri/State*	
				~
Alamat Baris 3/ Address Line 3:			Bandar/ City*:	
				~
No. Telefon/ Phone No. *:	No. Faks/ Fax No.:		E-mel Rasmi Organisasi / 0	rganisation's Official Email*:
			topo 29.	I/ Cance Kemaskini/ Edit
		S	teps 28: lick button " Kem a	Kemaskini/ Edit

Figure 17: Organisation Information Update Page

6.0 UPDATE DATA PROTECTION OFFICER INFORMATION

The following are the steps to update Data Protection Officer information:



Figure 18: Data Protection Officer Page

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		🕼 Kemaskini / Edit	I≣ Senarai/ List
Status Pengguna	Aktif / Active		
		Sten 31	
Nama Organisasi		<u>otep 51.</u>	
Organisation Name		Click button	"Kemas
		1.1	
Emel Rasmi Pegawai		KINI/Edit'.	
yang dilantik sebagai			
DPO			
Officer appointed as the			
DPO's Official Email			
DF0 3 Official Email			
Nama Penuh	1 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1		
Full Nama			
i un nume			
Warganegara			
Nationality			
watoflality			



Maklumat Pegaw	ai Pe	erlindungan Data (DPO) / Data Protection Officer (DPO) Information < Kembali / Back	
E-mel Rasmi DPO DPO's Official Email			
* Nama Pegawai Officer's Name	AN ¹	Nama Pegawai/ Officer's Name	
* Warganegara	Malaysia × 🗸		
Nationality		*Note:	
Pengenalan atau No Pasport IC Number or Passport Number	ø	To update a Data Protection Officer's information, repeat Steps 19 through 23.	
* No Telefon Phone Number	"	No. Telefon/ Phone Number	
* Emel Rasmi Pegawai yang dilantik sebagai DPO Officer appointed as the DPO's Official Email	Ernel Rasmi Pegawai yang dilantik sebagai DPO/ Officer appointed as the DPO's Official		
* Tarikh lantikan Date of appointment		2025-06-24	
* Status Lantikan Appointment Status	Sila	Plilh Status Lantikan/ Please select the appointment status	
* Muat naik dokumen lantikan dari organisasi Please upload the	Cho	Sose File No file chosen	
appointment document from the organisation			
* Kelulusan Pendidikan tertinggi Highest Education Qualification	Sila Pilih Kelulusan Pendidikan tertinggi/ Please select the Highest Education Qualification $m{ u}$		
* Bidang Pengkhususan Area of Specialisation	Sil	a Pilih Bidang Pengkhususan/ Please select the area of specialization 🖍	
	Lati Trai	ihan dan Pensijilan yang pernah disertai berkenaan DPO ining and Certification Attended Related to DPO:	
Kursus Course	Ta	njuk Kursus/ Course Title Penganjur/ Organizer Tarikh Mula/ Start Date Tarikh Tamat/ End Date	
Muat naik okumen sokongan (jika ada) Please upload upporting document	Ch	100se File No file chosen	
		Seterusnya/ Next	

Figure 20: Data Protection Officer Information Page (To Be Filled In)

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7.0 DELETE DATA PROTECTION OFFICER INFORMATION

The following are the steps to delete Data Protection Officer Information:



Figure 21: Data Protection Officer Page



Figure 22: Delete Data Protection Officer Information

8.0 CLOSURE

This user manual guides the DPO registration process in accordance with Act 709. Follow all stated steps carefully to ensure accurate and complete registration. For the latest information, please refer to the Department of Personal Data Protection's official website at https://www.pdp.gov.my/.

If you encounter any technical issues or have complaints, please contact:

- Email: aduan.dpo@pdp.gov.my
- Telephone: 03-8861 1402 | 03-8861 1404 | 03-8861 4103 | 03-8861 1101