USER MANUAL

PERSONAL DATA PROTECTION SYSTEM (SPDP)

REGISTRATION OF DATA PROTECTION OFFICER (DPO)

DEPARTMENT OF PERSONAL DATA PROTECTION
LEVEL 8, GALERIA PJH, JALAN P4W, PERSIARAN PERDANA,
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Date of Update : 2 Julai 2025

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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 https://daftar.pdp.gov.my.

2.0 PURPOSE

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

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

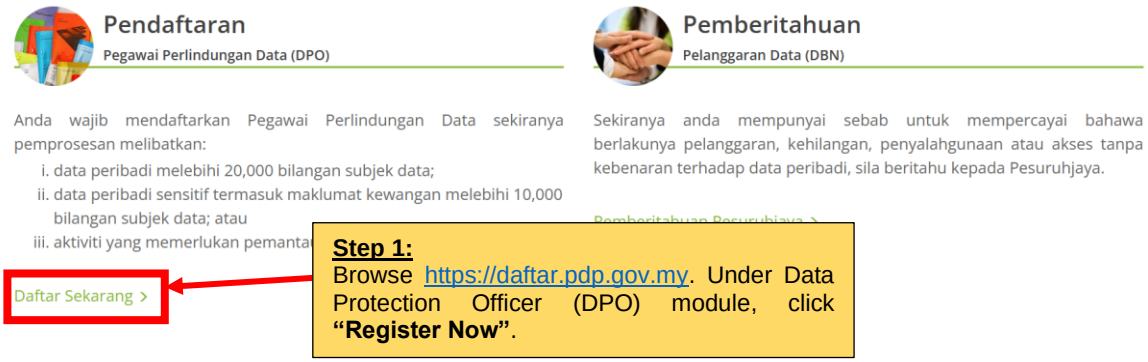


Figure 1: Personal Data Protection System (SPDP) Homepage

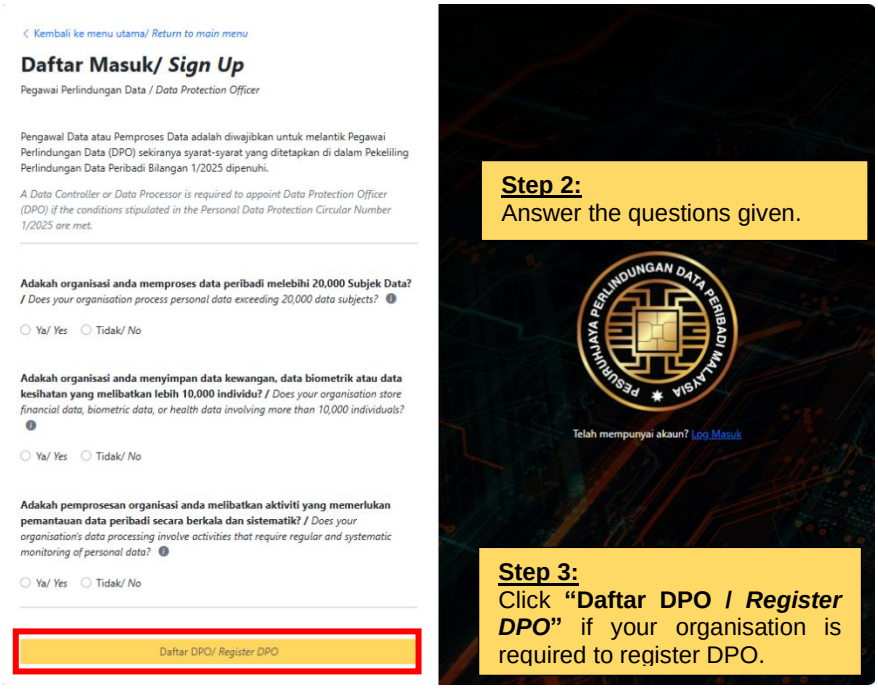


Figure 2: Data Protection Officer Main Sign-Up Page

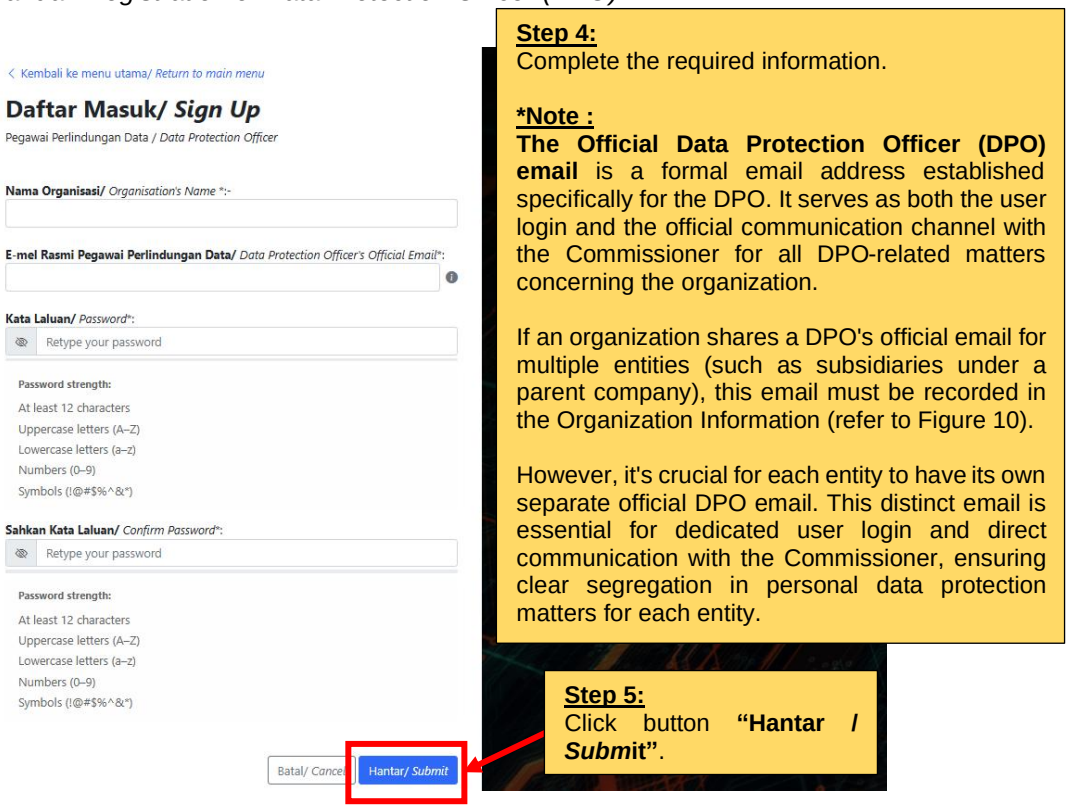


Figure 3: Data Protection Officer Sign-Up Page



Figure 4: User ID Verification Page



Figure 5: User Login Page

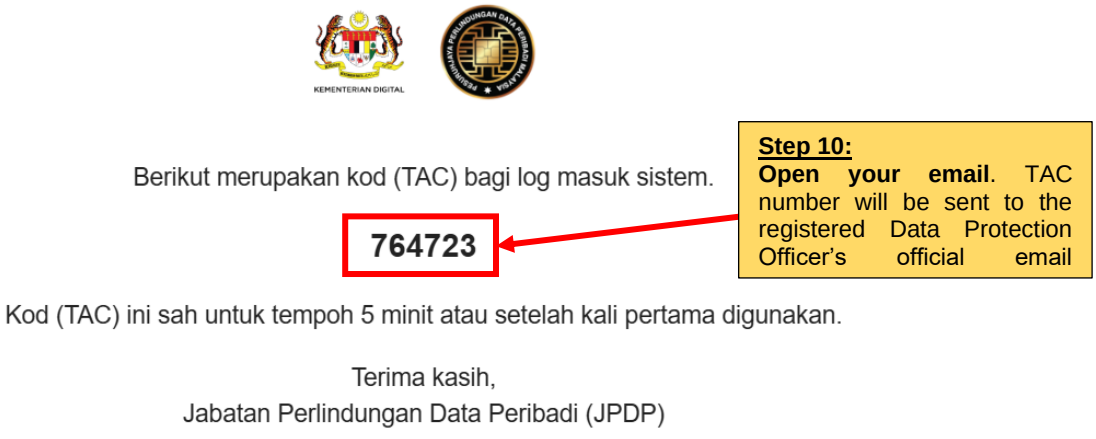


Figure 6: TAC Number Via Email Screen

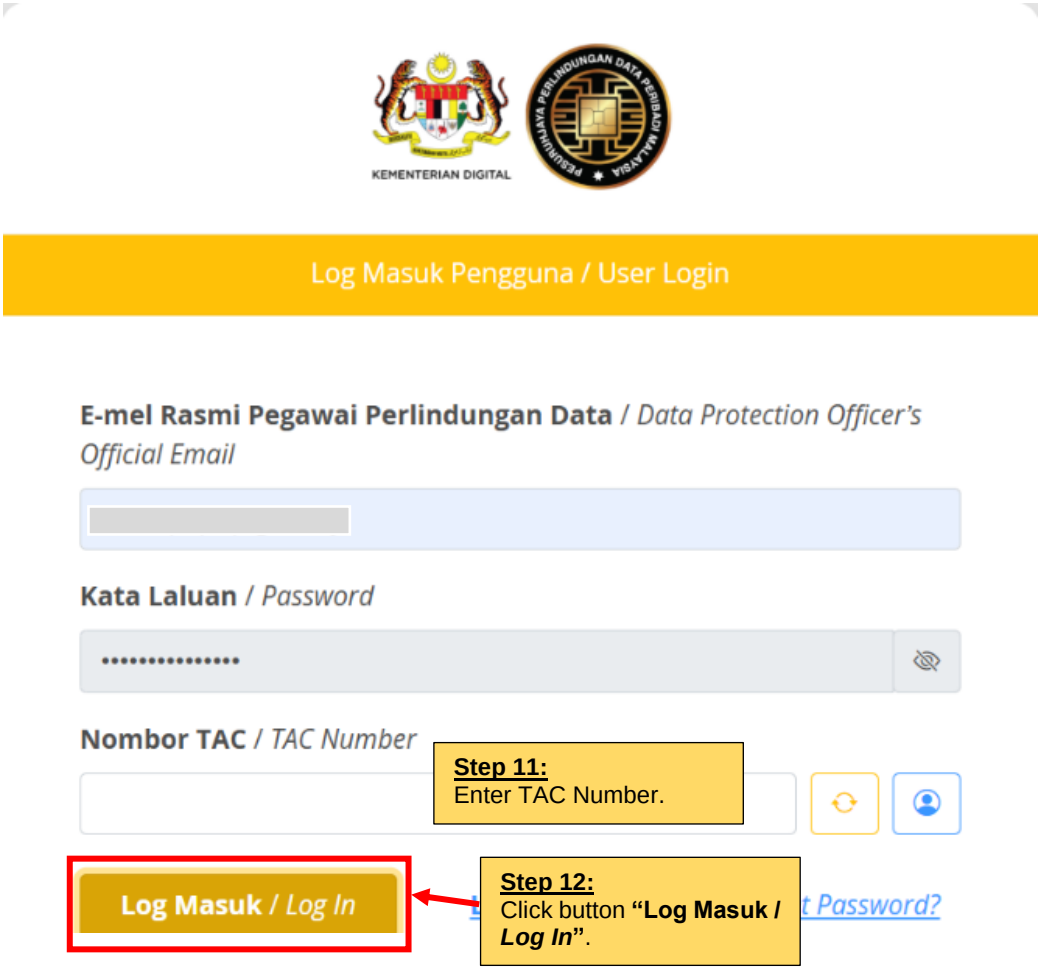


Figure 7: User Login Screen with TAC Number



Figure 8: Main Dashboard Page

4.2 Register Organisation Information

The following are the steps to register organisation information :

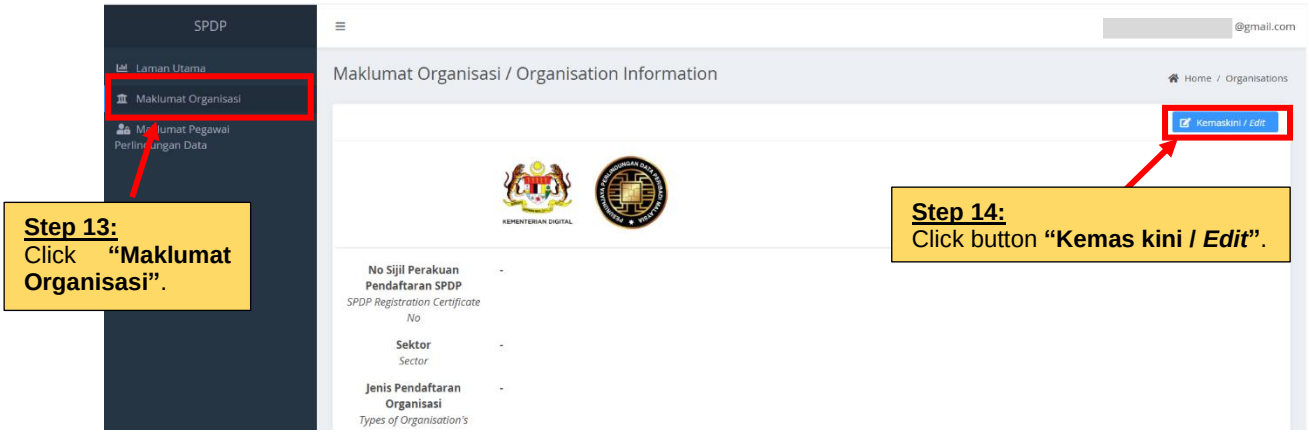


Figure 9: Organisation Information Page

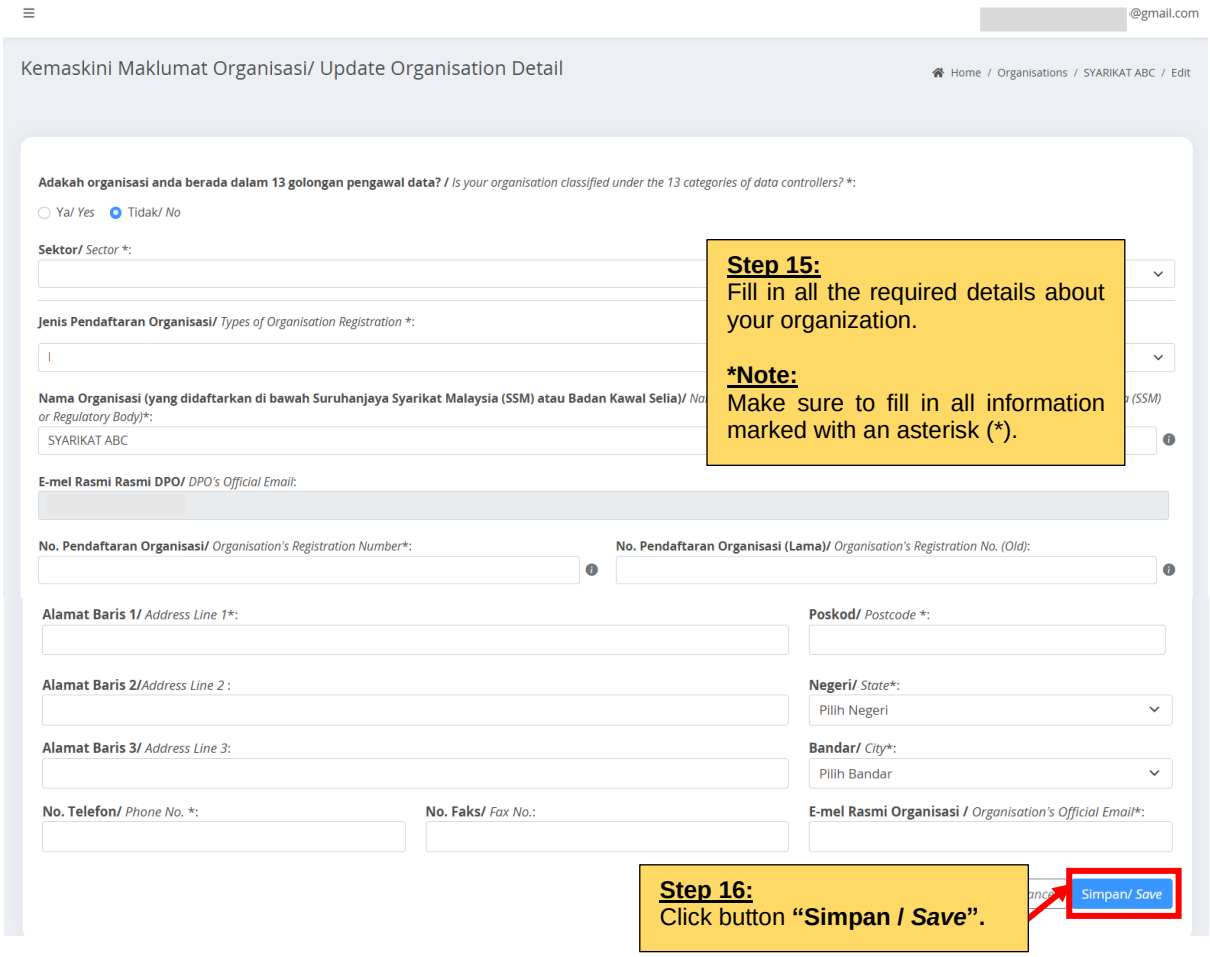


Figure 10: Organisation Information Update Page

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:



Figure 11: Data Protection Officer Page

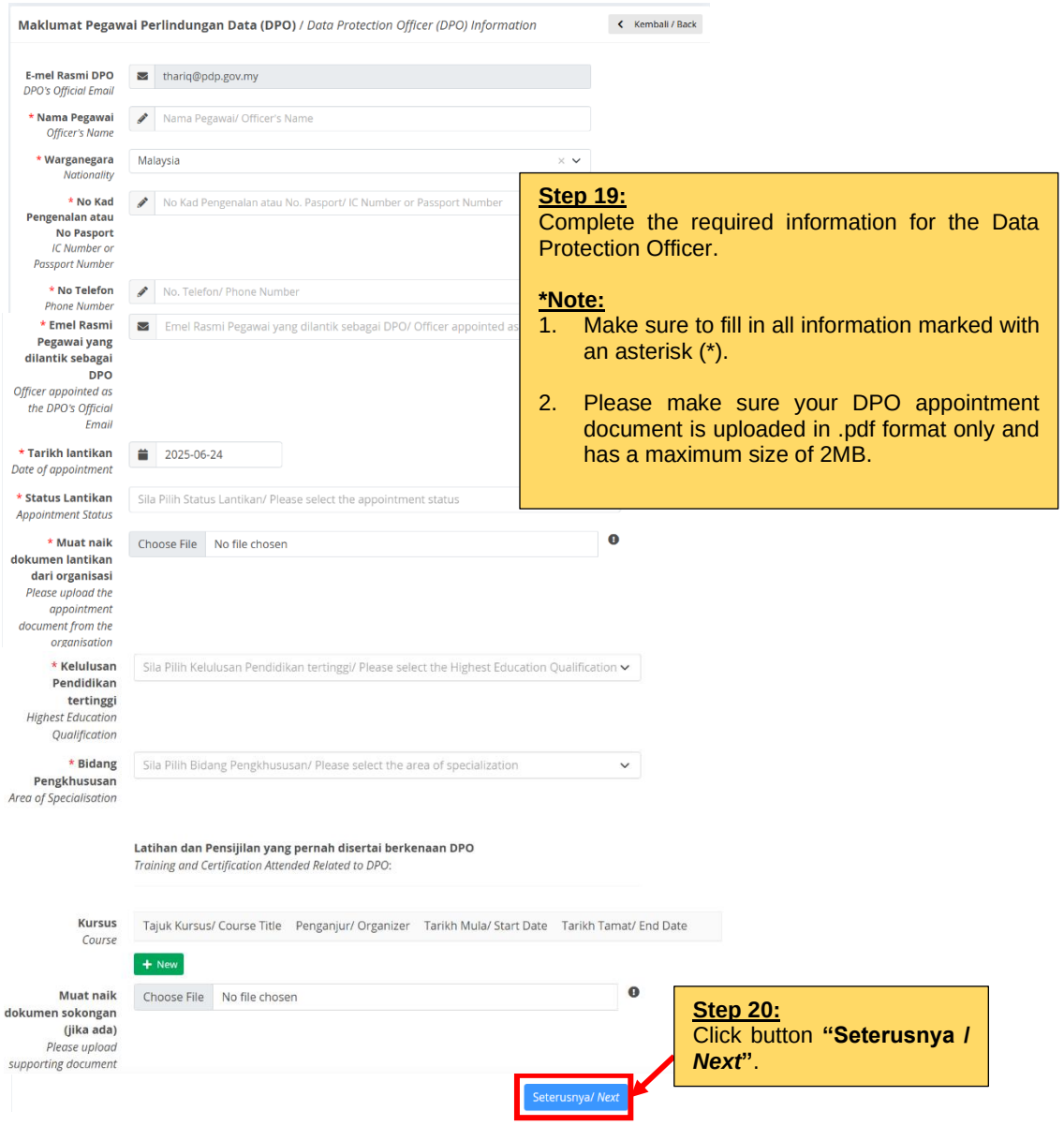


Figure 12: Data Protection Officer Information Page To Be Filled In

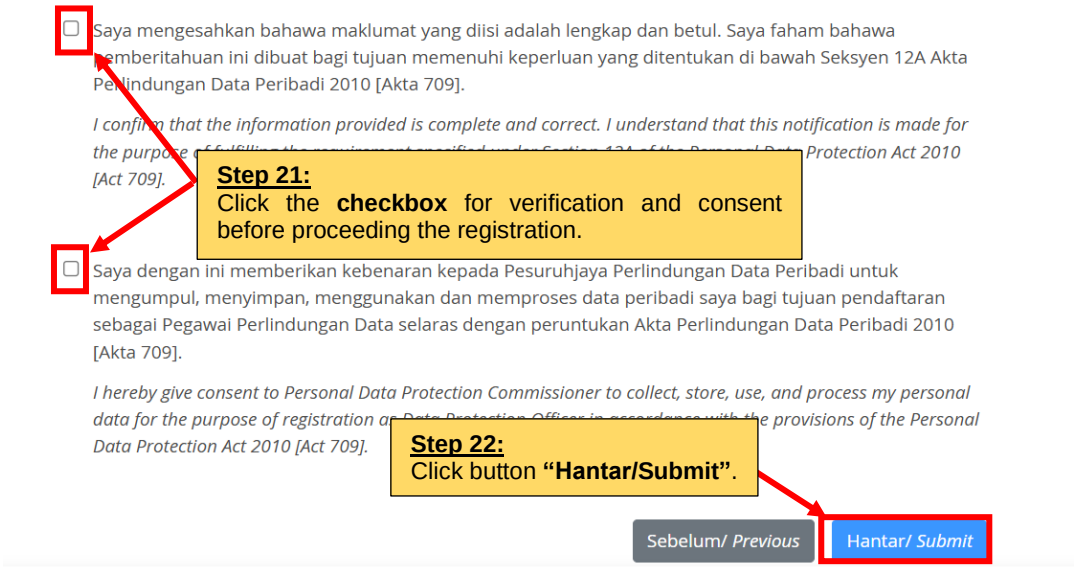


Figure 13: Verification and Consent Page

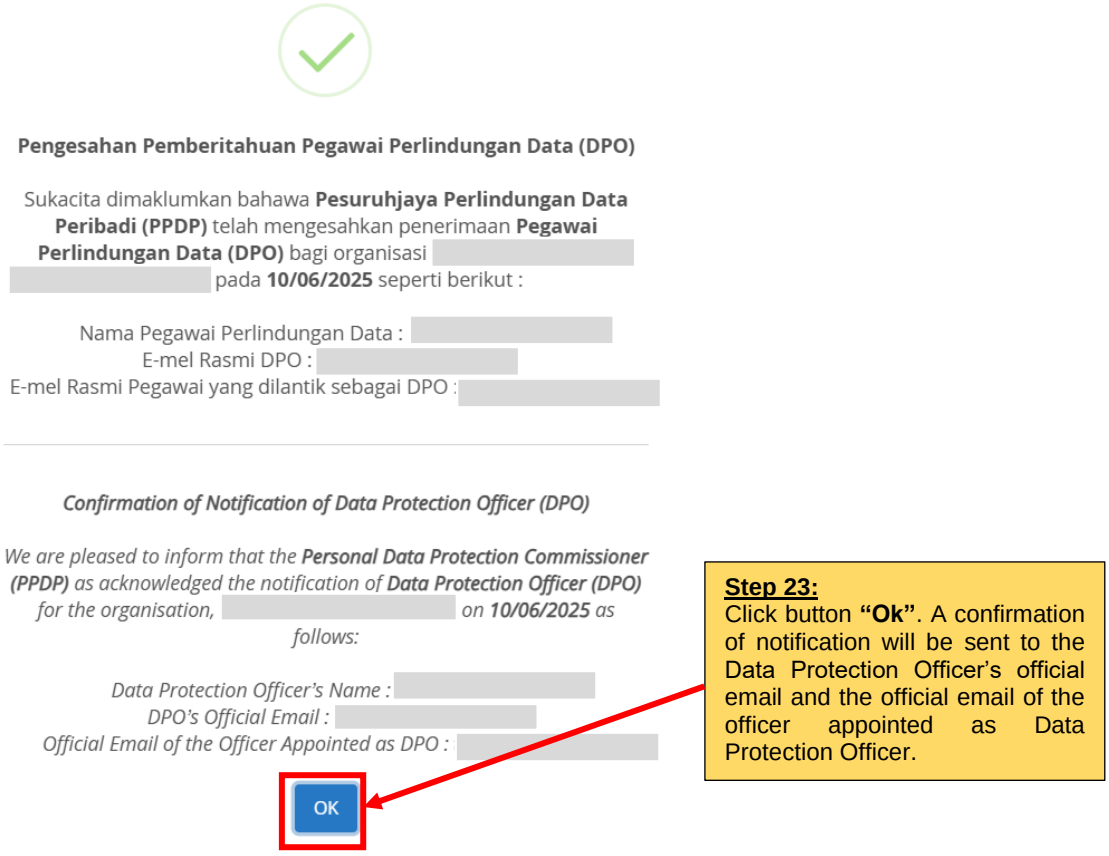
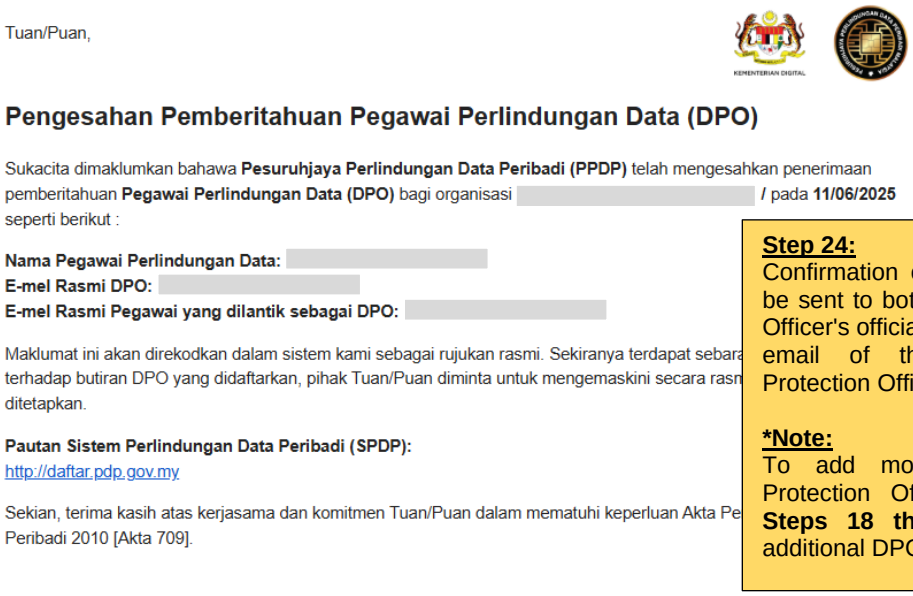


Figure 14: Confirmation Of Notification Of Data Protection Officer



Tuan/Puan,

Pengesahan Pemberitahuan Pegawai Perlindungan Data (DPO)

Sukacita dimaklumkan bahawa **Pesuruhjaya Perlindungan Data Peribadi (PPDP)** telah mengesahkan penerimaan pemberitahuan **Pegawai Perlindungan Data (DPO)** bagi organisasi / pada **11/06/2025** seperti berikut :

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 rasn ditetapkan.

Pautan Sistem Perlindungan Data Peribadi (SPDP):
http://daftar.pdp.gov.my

Sekian, terima kasih atas kerjasama dan komitmen Tuan/Puan dalam mematuhi keperluan Akta Pe Peribadi 2010 [Akta 709].

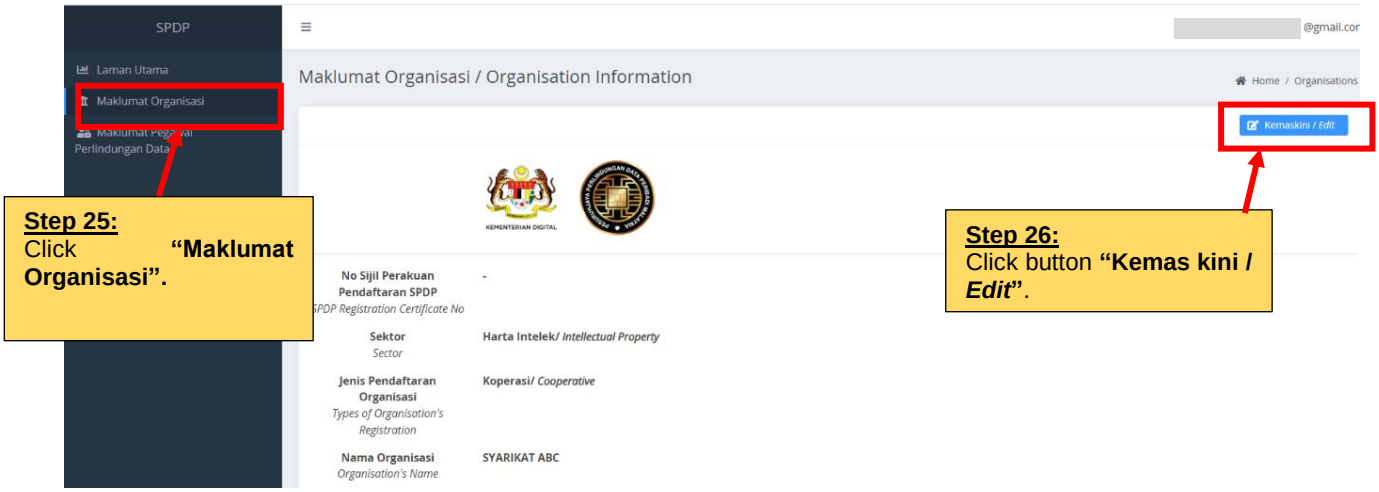
Step 24:
Confirmation of the notification will be sent to both the Data Protection Officer's official email and the official email of the appointed Data Protection Officer.

***Note:**
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:



Step 25:
Click **"Maklumat Organisasi".**

Step 26:
Click button **"Kemas kini / *Edit*"**.

Figure 16: Organisation Information Page

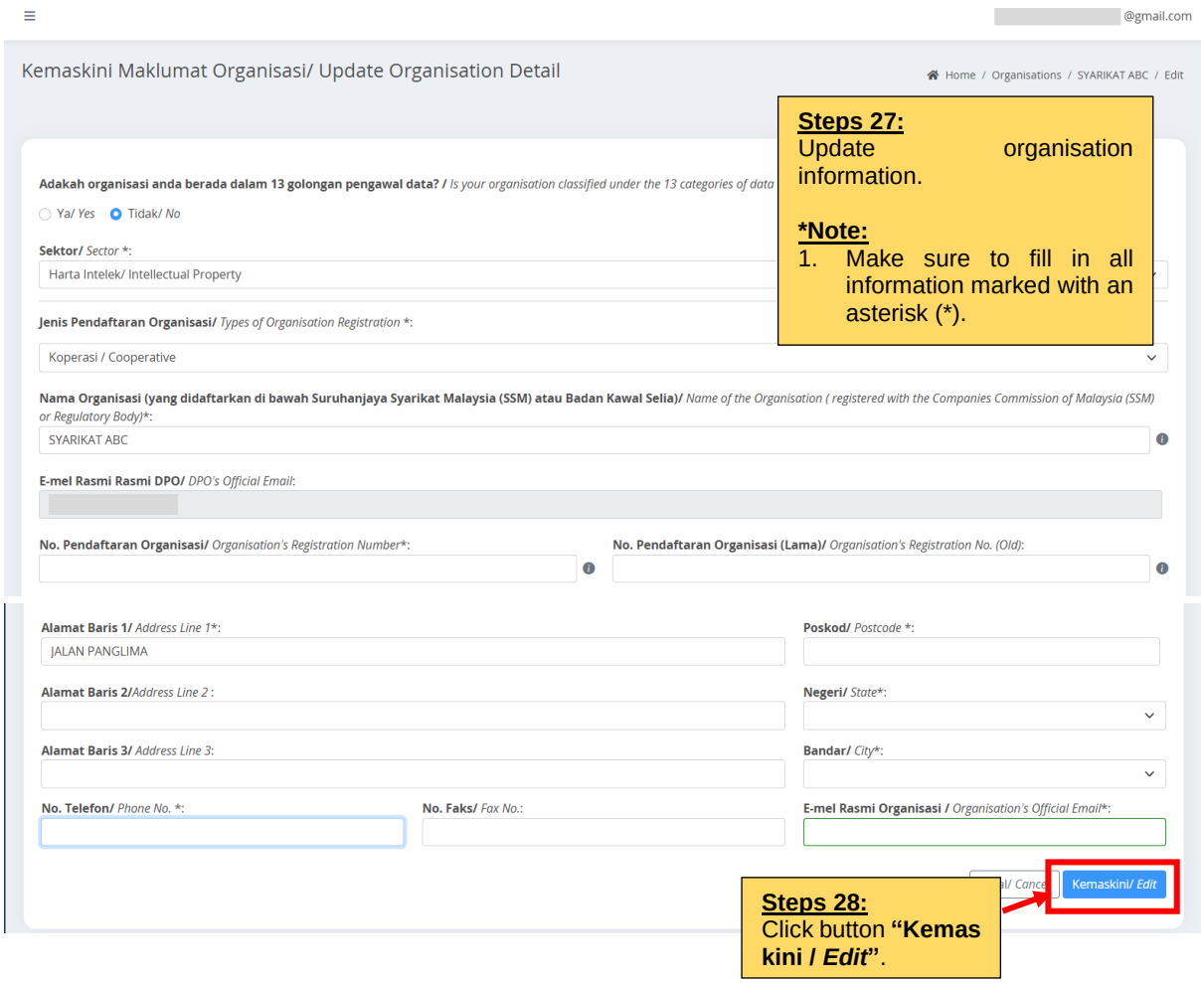


Figure 17: Organisation Information Update Page

6.0 UPDATE DATA PROTECTION OFFICER INFORMATION

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

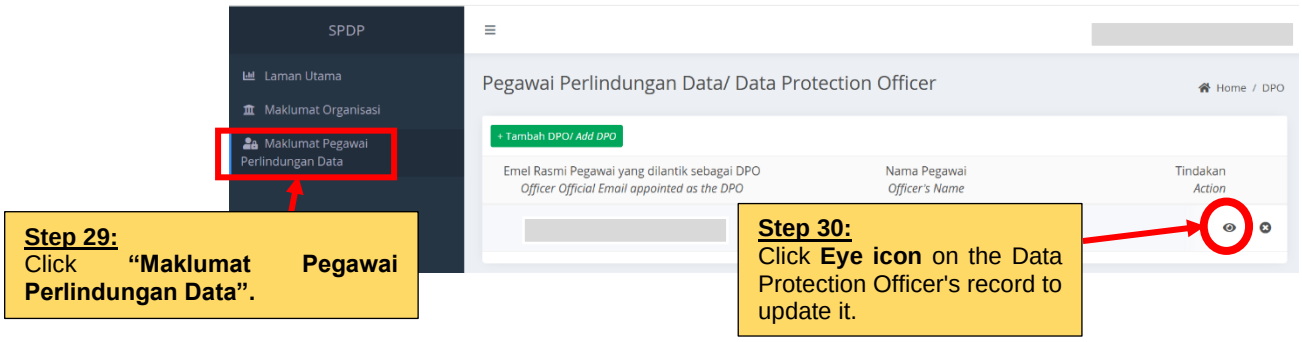


Figure 18: Data Protection Officer Page

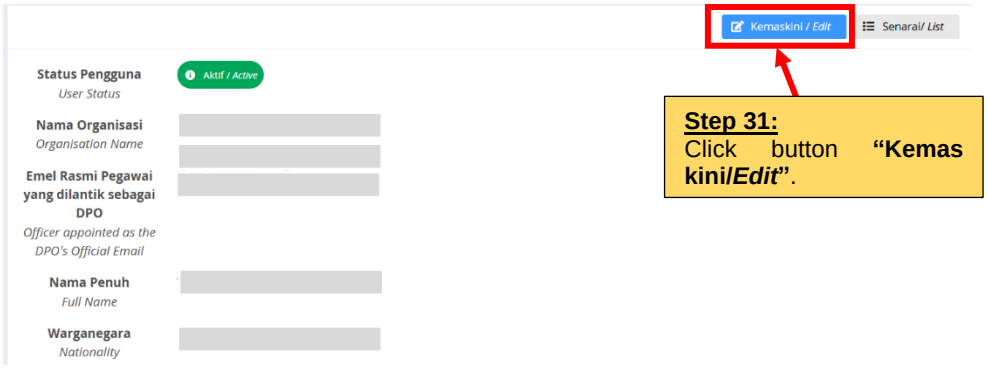


Figure 19: Data Protection Officer Information Page

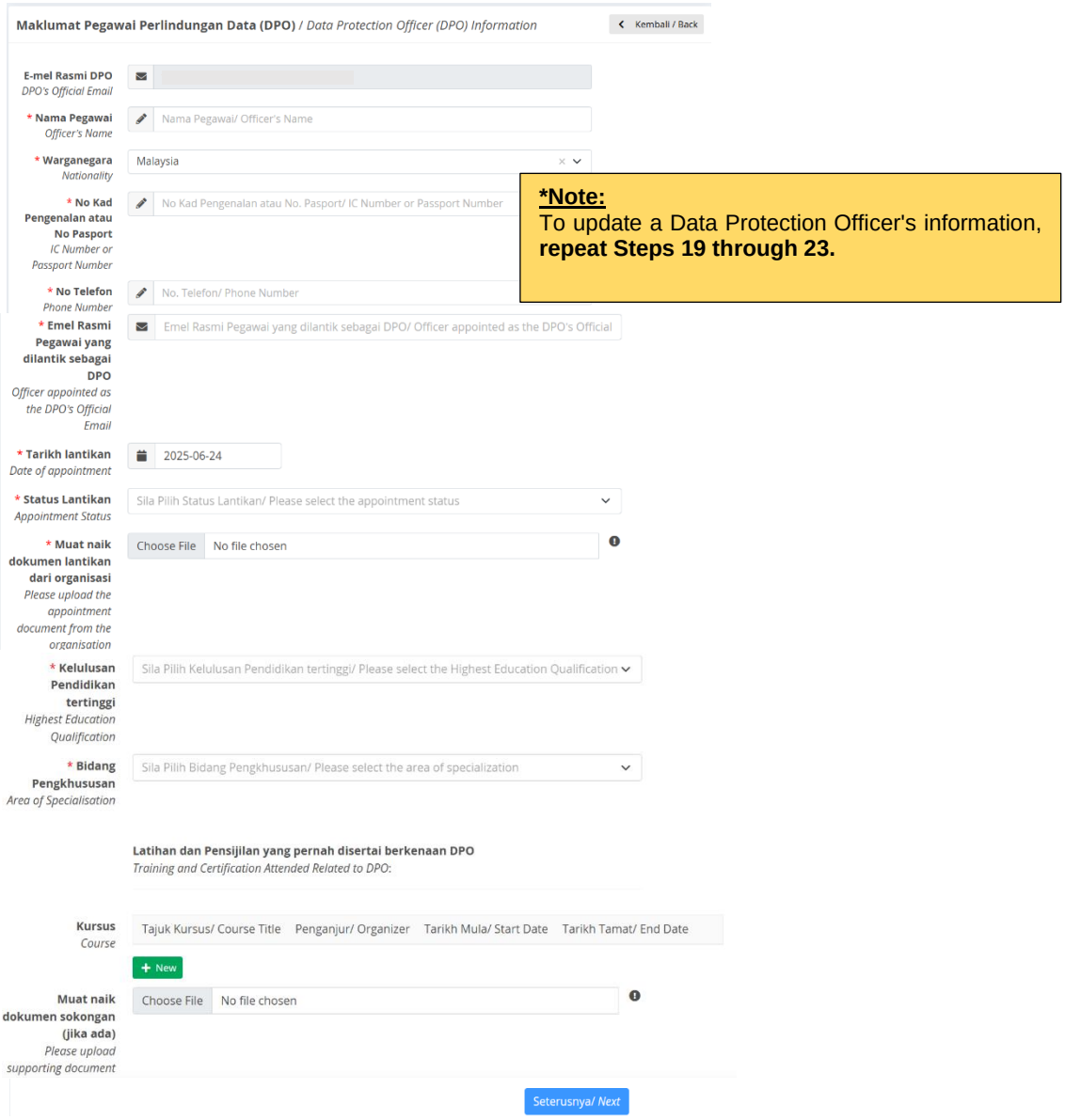


Figure 20: Data Protection Officer Information Page (To Be Filled In)

7.0 DELETE DATA PROTECTION OFFICER INFORMATION

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

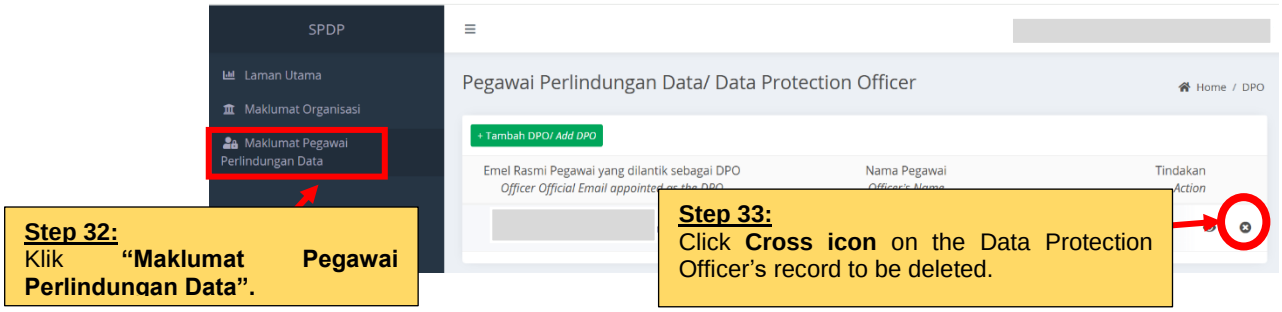


Figure 21: Data Protection Officer Page

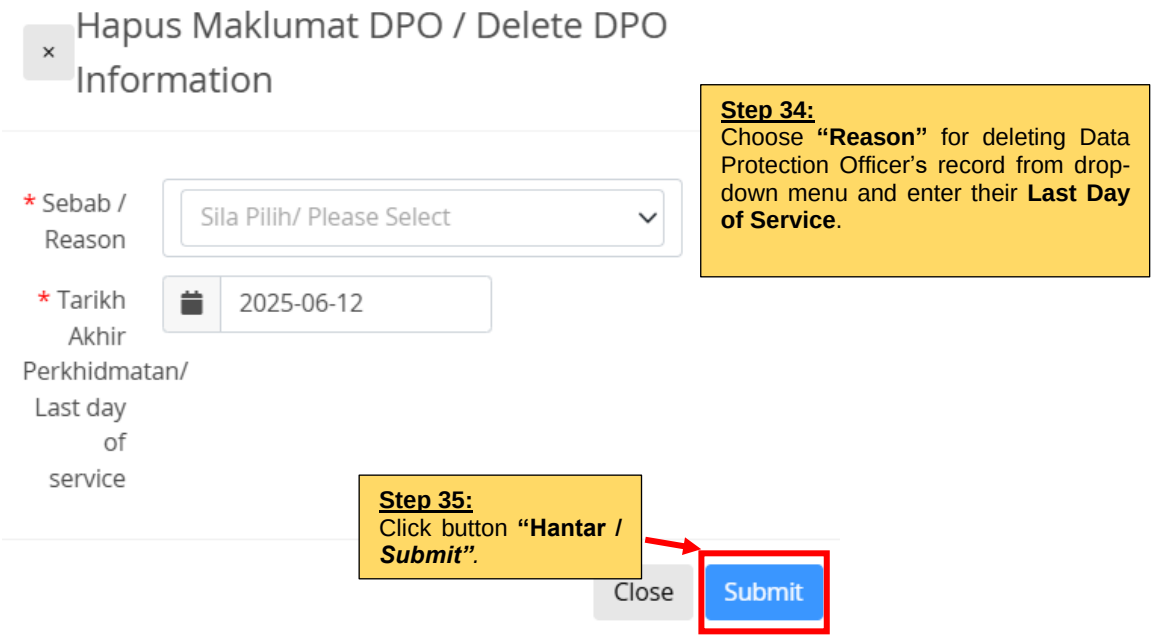


Figure 22: Delete Data Protection Officer Information

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