

## **EuroPriSe Expert Admission**

**2022/01**

**Introduction:** Before submitting an application for certification to a certification body, certification customers must meet EuroPriSe's requirements for the specification of the intended certification object ("target of evaluation" or "ToE"), for the conduct of a data protection specific risk analysis and for the implementation of a so-called maturity assessment. In doing so, customers may seek the assistance of data protection experts who are familiar with the relevant requirements. EuroPriSe Experts are privacy professionals who have been specifically trained to perform this task. Admission may be granted for the following areas of expertise: (1) Technical, (2) Legal and (3) Technical and Legal.

**Overview:** Privacy professionals interested in becoming a EuroPriSe Expert have to undergo an admission procedure demonstrating their expertise regarding legal and/or technical aspects of EU data protection, their respective professional experience as well as their reliability and liability insurance coverage. The EuroPriSe Expert Admission Workshop serves as an important part of the admission procedure as it provides insight into EuroPriSe's rules, procedures and criteria as well as a tutorial for supporting certification customers in the field. After the workshop, candidates must successfully complete a homework assignment. Admitted EuroPriSe Experts are subject to an annual fee.

**Qualification and Professional Experience:** EuroPriSe Experts need a broad knowledge of data protection related issues. Necessary qualifications for expert admission are:

- ✔ In-depth knowledge of legal and/or technical aspects of EU data protection;
- ✔ (1) A university degree in law and/or dominated by subjects such as computer science, technics or mathematics or involving the obtainment of a relevant protected title (e.g. "engineer") at an EU- or state-recognised university; or
- ✔ (2) Excellent knowledge of EU data protection law and/or technical aspects of EU data protection (proof such as working samples or publications must be provided & the result of the homework assignment must be particularly good);
- ✔ Good command of the English language (orally and in writing)

For applicants with a higher education the required professional experience in data protection related work shall add up to at least 12 full working months within the last three years prior to expert admission. Without relevant higher education, professional experience shall add up to at least 20 full working months within the last five years. Note: If an expert is exclusively active in the area of data protection, all of their professional experience may be considered. However, if they are also active in other legal and/or technical areas, only their experience in data protection counts here.

**EuroPriSe Expert Admission Workshop:** Privacy professionals who strive for being admitted as EuroPriSe Experts are required to attend a EuroPriSe Expert Admission Workshop. During the workshop, participants are provided with detailed insight on EuroPriSe rules, procedures and criteria. Furthermore, a fictitious product or service is introduced, on which the participants have to complete a homework assignment after the workshop (cf. below). Information about upcoming workshops, the relevant workshop format (face-to-face / video conference) and the related terms & conditions is available at <https://www.euprivacyseal.com/EPS-en/Expert-Admission-Workshops>.

**Homework Assignment:** After the workshop, participants have to prepare a ToE description and carry out a risk analysis as well as a maturity assessment on the fictitious product or service introduced during the workshop. This assignment serves to examine the candidates' legal and/or technical expertise and to test them under conditions similar to those in real-life situations. Each candidate is required to document their results in English language and to submit the respective elaborations.

**Reliability and Liability Insurance Coverage:** Reliability of experts is a prerequisite for admission. In particular, candidates lack reliability if they were convicted of a crime during the past five years or live in unsatisfactory financial circumstances. Besides, they must be prepared to provide proof of a third-party liability insurance policy of adequate coverage at any time (the policy must include activities aimed at supporting customers to prepare for a certification according to EuroPriSe).

**Self-Declaration:** The EuroPriSe admission process requires a self-declaration from applying experts with respect to proficiency, reliability and liability insurance coverage as described above. False claims made here may lead to a withdrawal of the admission as EuroPriSe Expert. The self-declaration form may be downloaded at <https://www.euprivacyseal.com/EPS-en/Expert-Admission>.

**Relationship with Certification Customers:** Since EuroPriSe Experts are not involved in the actual certification procedures and do not have any contractual relationship with a EuroPriSe certification body, they are not required to be independent from certification customers. Rather, when assisting customers with the preparation for a certification, they may also provide consultancy services (e.g., draft documents required for certification or give advice how to fix identified shortcomings).

**Validity of Admission:** Admission is granted for three years. It is prolonged by three years if the expert

- 🌱 proves that they continue to meet EuroPriSe's requirements for proficiency, reliability and liability insurance coverage in good time before expiry of the current validity period and
- 🌱 has participated in at least one EuroPriSe Expert Enhancement Workshop during said validity period.

The Fact Sheet on Prolongation of EuroPriSe Expert Admission provides further guidance on this topic. It is available at <https://www.euprivacyseal.com/EPS-en/Expert-Admission>.

**Annual Fee:** EuroPriSe Experts are subject to an annual fee of EUR 390,00.- (VAT excluded). The fee is due for the first time with conclusion of the Expert Admission Agreement between the expert and EuroPriSe GmbH. Experts who have paid the annual fee in good time are entitled to participate in one EuroPriSe Expert Enhancement Workshop within an admission cycle of three years for free.

**Extension of Admission:** An expert who was initially admitted for the legal or technical area of expertise only, may meet the requirements to be admitted for the other area of expertise (technical or legal) at a later point in time. They may then apply for an extension of their admission to the other area of expertise. In that case, the expert will have to deal with another homework assignment. This time they will be required to focus on aspects that are relevant for the new area of expertise to be acquired. EuroPriSe will charge a processing fee of 1.000 Euro (VAT excluded) for the administrative work that is related to the extension of the admission (including the validation of the homework assignment).

**Questions:** If you are in doubt whether you meet the requirements for expert admission, please inquire with EuroPriSe before registering for a EuroPriSe Expert Admission Workshop.

For all inquiries on expert admission, please contact: [contact@euprivacyseal.com](mailto:contact@euprivacyseal.com).