

## EuroPriSe Expert Admission

### EuroPriSe Experts for the certification of IT products and IT-based services

**Summary:** Legal and technical privacy professionals interested in becoming a EuroPriSe Expert have to undergo an admission procedure demonstrating their legal and/or technical expertise, their professional experience in the area of data protection and privacy as well as their reliability and liability insurance coverage. The EuroPriSe Expert Admission Workshop serves as a part of the admission procedure as it provides insight into EuroPriSe procedures and criteria and a tutorial for real-case evaluations including a training evaluation of a fictitious IT product or IT-based service. Admitted EuroPriSe Experts are subject to an annual fee.

**Qualification:** EuroPriSe Experts need a broad knowledge both on privacy issues and on revision and auditing in order to evaluate an IT product or an IT-based service thoroughly. Necessary qualifications for expert admission are:

- ✔ General professional experience in the area of EU data protection and privacy;
- ✔ Sufficient professional experience in auditing, assessing or evaluation related to privacy and data protection, either on legal or on technical aspects;
- ✔ Technical experts additionally: Profound knowledge of the basic principles of EU Data Protection Law;
- ✔ Legal experts additionally: (1) Higher education in law (e.g., bachelor, master, diploma) and exceptional knowledge of EU Data Protection Law or (2) exceptional knowledge of EU DP Law only (in the latter case, proof must be provided to EuroPriSe CA (e.g., relevant working samples or publications) and the result of the training evaluation – cf. below – must be above-average).
- ✔ Good command of the English language (orally and in writing)

The required period of professional experience is relative to the share of privacy related tasks in the overall professional activity of the applicant. For applicants with a higher education the required professional experience in data protection and privacy related work should add up to 15 full working months within the last four years as a rule. Without relevant higher education professional experience should add up to 30 full working months within the past eight years as a rule.

If an applicant does not reach the required years of professional experience, Junior Expert admittance can be granted provided that all other requirements for admittance are fulfilled. Junior Experts may conduct evaluations under the supervision of a EuroPriSe Expert.

***EuroPriSe Expert Admission Workshop:*** Privacy professionals who strive for being admitted as EuroPriSe Legal or Technical Expert must attend a EuroPriSe Expert Admission Workshop. During the workshop, participants are provided with detailed insight on EuroPriSe scope, criteria and procedures. Furthermore, a fictitious product or service is introduced which is to be examined by the participants subsequent to the workshop (cf. below). Information about upcoming workshops is available at <https://www.european-privacy-seal.eu/EPS-en/Expert-Admission-Workshops>.

***Training Evaluation:*** The training evaluation serves to examine the candidates' legal or technical expertise and to coach them under conditions similar to those in real-life certification projects. Within a certification, the evaluation is conducted by a legal and a technical expert who jointly compose an evaluation report on request of the seal applicant. The quality of the evaluation report is decisive for the duration of the certification process and its final success. Therefore, training is essential and every expert is required to complete and hand in a training evaluation report in English language subsequent to the workshop as a part of the admission procedure.

***Reliability:*** In order to guarantee broad market acceptance of the EuroPriSe certificate, the certification process must be trustworthy. An important aspect of trustworthiness is reliability and independence of the overall certification process, which includes the evaluation. Reliability of experts is a prerequisite of admission. A potential expert is not reliable if he or she has been convicted of major crimes including fraud and forgery of documents as well as breaking regulations on data protection or if he or she lives in unsatisfactory financial circumstances or has been dismissed as an expert by an accreditation body before.

***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. A declaration of independence is required for each individual evaluation. False claims that are made in these declarations may lead to a withdrawal of the admission as EuroPriSe Expert.

The self-declaration form for legal and technical experts may be downloaded at <https://www.european-privacy-seal.eu/EPS-en/Expert-Admission>.

***Independence:*** Experts who conduct a real-life certification on behalf of a seal applicant must be independent from the applicant: An expert lacks independence if he or she is not independent with respect to the evaluation assessments (e.g., due to involvement in the development process of the evaluated product or service) or if the total revenue derived from the client totals to a large majority of the overall revenue of the expert or his or her employer. An expert who acts as an (external) data protection officer for a seal applicant or who already provided comprehensive consultancy on data protection matters to a seal applicant must not conduct a EuroPriSe evaluation on behalf of this seal applicant. This holds particularly true if the expert provided legal or technical in-depth advice on the design of the target of evaluation to be certified.

**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.

The annual fee is used to cover expenses and costs for:

- Free participation in one Expert Enhancement Workshop within an admission cycle (three years – please cf. below at “Validity of Admission”);
- Publishing the EuroPriSe Expert newsletter;
- Marketing and advertising material for the European Privacy Seal;
- Use of, and updates to the EuroPriSe Commentary;
- Administration of the public register of EuroPriSe experts; and,
- Vote of a EuroPriSe Expert to the EuroPriSe advisory board.

**Validity of Admission:** Admission is granted for three years. It is prolonged if an admitted EuroPriSe Expert successfully conducts an evaluation within three years after admission. If no evaluation has been conducted, the expert has to participate in a EuroPriSe Expert Enhancement Workshop to update his or her expertise in privacy and data protection and his or her knowledge of EuroPriSe. In both cases, the validity of the admission is prolonged by three years. A separate fact sheet providing further guidance on this topic is available at <https://www.european-privacy-seal.eu/EPS-en/Expert-Admission>.

**Extension of Admission:** EuroPriSe Experts who are entitled to evaluate IT products and IT-based services may extend their admission to the area of EuroPriSe Website Certification (cf. below). What is more, an expert who was initially admitted for legal or for technical evaluations of products and services may meet the requirements to be admitted for the other area of expertise (technical or legal) at a later point in time. He or she may then apply for an extension of his or her admission to the other area of expertise. As a rule, the expert will then be required to conduct a training evaluation and to submit a report on it to EuroPriSe CA once again. This time the training evaluation will have to focus on the requirements that are relevant for the new area of expertise. EuroPriSe will also charge a processing fee of 600 Euro (VAT excluded) for the administrative work that is related to the extension of the admission (including the validation of the training evaluation).

**Questions:** If you are in doubt whether you qualify as an expert for the certification of IT products and IT-based services, please inquire with EuroPriSe before registering for a EuroPriSe Expert Admission Workshop.

For all inquiries on expert admission please contact: [ca@european-privacy-seal.eu](mailto:ca@european-privacy-seal.eu).

*Please continue reading on the next page to find out about the requirements for admission as a EuroPriSe Expert for Website Certification!*

## **EuroPriSe Experts for the certification of websites**

Legal and technical privacy professionals interested in becoming a EuroPriSe Expert for Website Certification have to meet further requirements that go beyond the ones that were introduced on the previous pages. Privacy professionals qualify for admission provided that:

- The legal or technical expert was already admitted as a EuroPriSe Expert for the certification of IT products and IT-based services by EuroPriSe CA or is admitted simultaneously (it is possible to combine both admission procedures and to be admitted as an expert for the certification of products, services and websites at once);
- He or she participated in a web-based training (WBT) regarding EuroPriSe Website Certification and successfully passed a quiz to be taken at the very end of the WBT;
- He or she participated in a session dedicated to EuroPriSe Website Certification during one of EuroPriSe's Expert Enhancement Workshops (Note: EuroPriSe reserves the right to accept other training methods of similar quality – if appropriate);
- He or she agrees to the legal clauses regarding EuroPriSe Website Certification that form part of the Expert Admission Agreement;
- For existing EuroPriSe Experts who want to extend their admission to the area of EuroPriSe Website Certification only: He or she paid a processing fee of 150 Euro (VAT excluded) for the administrative work that is related to the extension of the admission.