



CERTIFICATION OF PERSONS - DELEGATE DATA PROTECTION (DPD)

Information to the Candidate



1. OBJECTIVE and SCOPE

This document contains a general description of the system implemented by the certifying entity ANF Certification Authority, ANF AC to carry out the certification of people in the category of Data Protection Delegate, in accordance with the scheme of the Spanish Agency for the Protection of Data (AEPD-DPD scheme) and ISO / IEC 17024 standard.

The certification recognizes that certified persons have sufficient technical and operational skills to perform the functions of "data protection officer". Competences set forth in the AEPD-DPD scheme, section 7.2, to carry out the functions described in section 7.1.

In matters not provided for in this document, as well as if there is an involuntary inconsistency, the provisions of the AEPD-DPD scheme and the ISO / IEC 17024 standard will be directly applicable.

2. CERTIFICATION SYSTEM

The certification system establishes the requirements and procedures to follow, in order that the certifications you grant are fully valid and accepted.

The certification is a declaration of the technical competence of a person to carry out the activities included in the scope of certification, in this case those of the exercise of the activity of data protection delegate, as established by the General Data Protection Regulation and the AEPD-DPD scheme.

ANF AC does not establish the certification requirements, it evaluates their compliance in accordance with the AEPD-DPD scheme, in force at all times.

The certification granted does not exempt the certified person from his responsibility in case of erroneous results.

3. APPLICABLE AND REFERENCE DOCUMENTS

- Certification scheme for data protection delegates of the Spanish Data Protection Agency (AEPD-DPD scheme).
- Standard UNE-EN ISO / IEC 17024: 2012 on general requirements for bodies that perform certification of people.
- Regulation (EU) 2016/679
- Organic Law on the protection of personal data and guarantee of digital rights.

- Internal procedures of the certifying entity.

4. REQUIREMENTS AND CRITERIA FOR CERTIFICATION

They are included in the AEPD-DPD scheme, which ANF AC reproduces on its website www.anf.es.



5. APPLICATION FOR CERTIFICATION

The application form is made available to the candidate on the ANF AC website (www.anf.es)

ANF AC, also makes available to the candidate a web procedure associated with a call. Notwithstanding that, in the event that the call has been completed, the candidate is offered to attend the following.

Likewise, the current rates to access the certification process and the AEPD-DPD scheme are published on the website, which includes the requirements that the candidate must meet to be certified as a data protection delegate.

Equally, **The applicant is informed that he can request that his special needs be taken into account, which will be studied by ANF AC, and attended to as far as possible.**

The subscription of the certification application entails the following **commitments** of the candidate:

1. Comply with the pertinent provisions of the ANF AC Certification Entity. Provide any two. information necessary for the evaluation of your application. Information in Spanish.
3. Provide information regarding prerequisites: experience and training, supported by original and non-manipulated supporting documents, as well as a detailed curriculum.
- four. Provide truthful information. Providing false information or documentation may lead to definitive rejection and new applications will not be accepted.
5. Do not disclose test materials or engage in fraudulent practices. Inform the
6. Certification Entity about changes in its ability to meet the certification requirements.
7. Do not use the certification in a deceptive, unauthorized way or in a way that discredits ANF AC as a Certification Entity.
8. In the event that the Certification is suspended or withdrawn, do not make any statement regarding it and return the Certificate and professional card. Pay the current rates before processing the application, attaching the proof of payment.
- 9.
10. Keep updated the existing data in ANF AC as a Certification Body. Especially the email address and mobile phone number, which are trusted mailboxes that I consult daily for communication purposes. Authorize, as long as it passes the Certification process as Data Protection Delegate, ANF AC to publish on its website and in the Red DPD application, the professional data provided in the application form. Confidentiality. The information received by the certifying entity, both in the application and throughout
- eleven. the certification process, will be considered confidential for all purposes with the limitations established in the case by law. The candidate especially agrees not to disclose, or communicate by any means and, ultimately,
- 12.

Failure to comply with these standards could lead to expulsion from the Certification process.

6. CERTIFICATION PROCESS

Access to the certification process will not be prevented by any applicant due to beliefs, thoughts, socio-economic level and other circumstances that do not have a technical support derived from the standards under which the certification process is carried out. The applicant candidate can consult documents published with a public security level on the website:

<https://www.anf.es/documentos-publicos/>



As for the calculation of days that are mentioned throughout the document, they will be business days (Monday to Friday) and following the calendar of holidays of the city of Barcelona. The term will begin to count from the day following the act that generates it.

Receipt of documentation

When the certification request is received, through the corresponding web registration form mentioned above, you will be notified by email of the receipt of it and you will be informed that within 10 days you will be notified if it is complete.

In the event that the documentation is not complete or there are additional clarifications on the submitted documentation, the candidate will be given a period of 10 days to correct it.

After this period, if the documentation has not been sent or it is still erroneous, the certification body will understand that the applicant has no interest in continuing with the certification process and will close the file, giving the candidate the possibility of claiming, complaining or allegation, as appropriate, if deemed appropriate.

Assessment of prerequisites

With the documentation received, we will proceed to the evaluation of compliance with the prerequisites, following what is stated in point 7.3 "prerequisites" and annex I "justification conditions for the prerequisites" of the AEPD scheme (AEPD-DPD scheme), which are considered to be reproduced and making available to candidates a copy of the current AEPD-DPD scheme, accessible at www.anf.es.

In accordance with what is stated in the previous point, you will be notified of the result of the evaluation of the prerequisites within 10 days.

If the result of the evaluation is compliance, the candidate will be confirmed access to the call. Otherwise, you will be given the possibility to attach new documentation to try to get the score, giving you 10 days to do so.

After this period, if there is no answer or after the new assessment has been made, the necessary score is still not achieved, this fact will be communicated to the candidate and the file will be closed, giving him the possibility of allegation, if he considers it appropriate.

Taking the exam

To carry out the exam, after having been evaluated the prerequisites, the candidate will have two calls with the initial application. If you do not exceed the first, you will have a maximum period of 6 months to exhaust the second.

For the third and subsequent calls, the candidate is given the option of contracting a single call.

With a minimum advance of 2 months to the expiration date of the period of 6 for the 2nd call, the candidate will be notified, indicating that this is their last chance.

In addition, the examination sessions will be published in due course on the ANF AC website (www.anf.es).

The candidate will inform of their interest in participating in the call through the web form or by email to the address rtsc@anf.es.

Once the application is received, it will be verified that the candidate meets all the requirements and it will be confirmed and the date of the exam will be indicated.

At least three days before the exam, you will be reminded of both the date, time and place.



Specifications to be taken into account by candidates:

1. With a minimum notice of half an hour to that indicated in the call for the exam, the candidates will be identified, who must come with their ID, passport, residence card or equivalent identity document, any of them in current state and without deterioration that makes it impossible for its identification purpose.
- two. Once the identifications are made, the candidates are placed in the assigned seats and the Supervisor has verified the operation of the elements used to carry them out, the Supervisor will notify the start of the Exam.
3. The duration of the exam is 4 hours.
Four. The candidate cannot open the exam until receiving the pertinent indications from the Supervisor.
5. If you finish your exam before the four hours marked as the limit, raise your hand and wait for the Supervisor to attend you. You cannot get up from your seat without direction from the Supervisor.
6. Close to the expiration of the maximum examination time, the Supervisor will notify the candidates. In the case of taking the exam using a personal computer, wait for the Supervisor's instructions on how to finish the exam. If the exam is carried out in paper format, after the time allowed, the candidate must turn around his exam and wait without getting up from his seat until the Supervisor collects all the exams from those present in the Room and gives the pertinent indications. Do not forget to fill in the identification data required in the exam answer template and sign at the bottom of it, before delivery to the Supervisor. You must show your ID to the Supervisor when delivering the exam. The use of study materials, mobile devices, headphones, and / or other electronic devices from the moment the exam room is accessed. If a candidate is caught with any of the indicated items, he may be expelled from the examination room, obtaining as a result of the test a "Not Suitable", without the refund of the fees paid.
8. If the test is to be done on paper, you will need to use a blue pen. You cannot perform the exam with a black pencil or pen, the use of Tipex or the like is not authorized. The materials to take the exam will be given to you by the supervisor, and the use of your own material is prohibited.
Make annotations in a document, such as a claim sheet, these must always be delivered to the Supervisor, even if he finally decides not to present them. Likewise, it is forbidden to copy or reproduce the exam by any means, nor to keep it totally or partially, nor any other document used in the examination process.

All this must be delivered to the Supervisor at the end of the test. To mark or correct the selected answer, follow the instructions in the template. If in doubt, check with the Supervisor.
9. The certification exam consists of 150 questions, of which:
 - to. Domain 1: 50%, 75 questions, of which 15 with scenery.
 - b. Domain 2: 30%, 45 questions, of which 9 with scenery.
 - c. Domain 3: 20%, 30 questions, of which 6 with scenery.
10. To pass the test, it is required to have answered correctly 50% of the questions in each of the blocks or domains. That is, 75 points must be obtained by adding the minimum score of the three domains, and the rest of the score until obtaining 75% of the total can be obtained from any of the domains. It is therefore required to pass the exam at least 113 points. The questions have four answer options, of which only one is valid.
eleven. Each correct answer adds 1 point. Incorrect or unanswered answers are not scored. In case there is a question with more than one answer option marked, the answer will be computed as wrong.
12. The result of the evaluation test will lead to the assessment of "Suitable" or "Not Suitable" in each call. In case of non-compliance with the evaluation, you have the right to request its review before the evaluator of the Certification Entity, for which purpose you will have 5 days from the following notification of the result. If even so the result of the claim is still of your non-conformity, you may



proceed, within 5 days from the day after receiving the result of the review, to appeal to the Committee of Experts of the Certification Entity. The review and appeal processes are not face-to-face, it is forbidden to show the exams to the candidates.

13. You have at your disposal, on the ANF AC website, www.anf.es, information on the certification processes. The Legal Department of ANF AC is at your disposal in case of any doubt or need for clarification.
14. Any suspicion of fraud or copying or disclosure of the exam, in any of its forms, will lead to immediate expulsion from the exam room and the declaration of "Not Suitable" in the certification test, without the refund of the fees paid. The Certifying Entity reserving the exercise of the actions that proceed by law.
15. If you have any complaints or claims, request the Complaint sheet from the Supervisor.

Certification decision

Within the 15 days following the exam, which may be extended to 30 in exceptional situations, the candidate will be notified of the result of the correction made by the designated evaluator.

If the result of the evaluation is "PASS" in the same communication, the documents of the code of ethics and standards of use of the trademarks will be included, in accordance with the provisions of the AEPD-DPD scheme.

And once these documents are signed by the candidate, the subsequent issuance of the certificate will proceed.

If the result of the evaluation is "NOAPTO", the corresponding form will be provided to you if you are interested in requesting the examination review.

If the result of the review is equally unsatisfactory, and you so request, you will be provided with the corresponding form for appeal before the Committee of Experts and Impartiality of ANF AC.

The candidate is reiterated that the review and appeal processes are not face-to-face, in order to avoid pressure and preserve the independence of the evaluator and, where appropriate, a member of the Committee appointed to hear the appeal. Neither can the exam be shown.

The terms to resolve and notify the candidate are for a maximum of 15 days and 30 days in appeals, in the latter case counting from the end of the corresponding allegations process.

Certificate issuance

As shown in the previous section, when the documents of the code of ethics and standards of use of the trademarks are received signed, in accordance with the provisions of the AEPD-DPD scheme, the procedures for issuing the certificate with the number . Unique identification that links them to the certified person, together with the identification number of the Certifying Entity.

It will be sent by certified mail or by courier service to the address indicated by the certified person, unless it indicates a different form of delivery.

As an alternative, the issuance of the certificate in digital format sealed by the CB with its qualified electronic seal is contemplated, to guarantee the authenticity and integrity of the document. It will be sent to the email address designated by the DPO.

The support of the certificate, on paper or digital, will be the one decided by the Certification Entity at all times.

It will be published in the registry of certified data protection delegates on the website of the Certifying Entity (www.anf.es) the identification of the certified person and will be transferred to the AEPD as stipulated in the AEPD-DPD scheme.



Use of the brand or reference to the condition of accredited

The provisions of the document "Rules for the use of the scheme mark", annex IIA of the AEPD-DPD scheme will be followed. Scheme published on the website of the certifying entity (www.anf.es)

Validity of the certification

The validity of the certification is three years renewable for identical periods of three years.

Certification maintenance

In the event that, during the validity period of the certificate, legal or technological changes occur that, in the opinion of the Scheme Committee, make a significant revision or adaptation of the certificate granted convenient, the appropriate criteria may be established to maintain its validity. of the certificates already granted.

Certification renewal

The certification will have a validity period of three years and its renewal will require that the candidate justify having completed:

- a minimum of 60 hours of training received and / or imparted during the validity period of the certificate, requiring a minimum of 15 hours per year in subjects covered by the Scheme program, and
- at least one year of professional experience in projects and / or activities and tasks related to the functions of the DPD in the field of protection of personal data and / or information security, evidenced by a third party (employer or similar).

The training given with twice the hours of the training received will be valued.

For the training received to be considered valid, it must provide a demonstrable update of the knowledge covered by the Scheme and only the training received during the validity period of the certification will be taken into account. Recognized training to take the certification exam will not be valid.

For the training certificate to be valued, the training entity that imparts it and the title of the training, date and number of hours, agenda and format (face-to-face or online) must be stated. In the case of not being able to justify the minimum annual training required during any of the three years required, completion of this training is allowed in one of the other two remaining years. Attendance at seminars and conferences is considered training as long as the candidate provides a certificate with the same information requested for a training program.

The renewal must be requested prior to the expiration date of the validity period of the certificate.

The CB will notify the certified person of the end of the validity period at least three months in advance.

The non-receipt by the certified person of the communication from the CB informing of the end of the validity period of the certification, will not exempt from compliance with what is indicated in this section.

The candidate must submit the renewal application together with the list of claims that, if applicable, may have had during the entire duration of the certification due to defective actions in the own activity for which they are certified or a statement in the to state that it has not been the subject of any claim. It must accompany the acceptance of the Code of Ethics and the Rules of Use of the certificate mark, as well as the justification for payment of the renewal fees.



Once the application is submitted, the Certification Entity will proceed to evaluate it to verify the validity of all the documentation provided. If, after said initial evaluation, the information is not complete, the candidate will be informed of the non-acceptance of the renewal application by written notification.

A maximum period of 90 calendar days will be given for it to be corrected. If, after this period, it is not possible to correct the deficiency notified, the candidate will be declared as not renewed, which will be communicated by written notification and the certificate will be withdrawn.

If the application is accepted, the candidate will be informed by written notification.

In the event that the certification is renewed, the CB will issue a new supporting certificate with the same identification number assigned in the first certification. The new certificate will have a validity period of three years and will be sent to the certified person by certified mail to the address indicated by them, or by other means if requested.

7. SUSPENSION AND WITHDRAWAL OF CERTIFICATION

Voluntary temporary suspension.

In the event that the certified person declares to have ceased to comply with the requirements of the Scheme, contractual or other order, his certificate will cease to be in force for a period not exceeding 12 months.

To return to the status of certificate, the certification body will require to carry out checks aimed at confirming that the causes that motivated the request for suspension have disappeared, provided that no more than one year has elapsed since the date of suspension of the certification and that Documentary justify that you are in a position to obtain the certificate, in the same terms established for the renewal in the previous section.

Once a year of suspension of the certificate has elapsed, without its renewal being possible or the causes that motivated the suspension have not disappeared, the certification will be definitively withdrawn and the candidate must restart the entire process to obtain the same again. .

Temporary suspension for conduct contrary to the Scheme.

The following are reasons for suspension by the certification body:

- Failure by the certified person to submit documentation, records or any information that has been required by the certification body to maintain said certification or to investigate a claim addressed to the person.
- Failure to perform any of the functions and tasks as DPD, as well as the lack or absence of competence for any task assigned under this Scheme.
- The realization by the person of declarations or uses in his condition of certificate that exceed the scope of the certification, that are misleading or that in any way damage or discredit the Certification Scheme.
- Behaviors contrary to the Code of Ethics.
- The use of the certification marks in a manner not permitted or contrary to the rules for the use of marks of the Scheme.
- Breach by the certified person of any other of the Scheme rules that affect him.

Any of these breaches may lead to the temporary suspension of the certification for a maximum period of six months. The accumulation of three non-compliances may lead to the suspension of the certification for a minimum period of six months until the middle of the certification cycle, after which the certification will be withdrawn.



If, as a result of the investigation of these assumptions, the certification body concludes that there is evidence of having ceased to comply with the requirements of the Scheme, contractual or otherwise, including the possession of a certain competence and consequently its certificate is no longer valid, the entity must proceed to temporarily suspend said certificate while causes are not remedied.

The sanctions established shall be understood without prejudice to the civil, criminal, professional or other responsibilities that certified persons may incur in the exercise of their profession.

To return to certified status, the CB must require the appropriate checks to confirm that the causes that led to the suspension have disappeared, and may even require a partial or total reevaluation.

Withdrawal of certification.

The following will be reasons that must lead a CB to withdraw a certification that has already been issued:

- Any of those identified above for temporary suspension, depending on its seriousness or its repetition, such as the repetition of a specific type of non-compliance that has already motivated a temporary suspension, which implies that the DPD's conduct has not been corrected.
- Suspension of certification for a period greater than half of the certification cycle.
- The lack of collaboration of the certified person for the return of the certificate in case of sanction.

To return to certified status, the affected person must undergo a complete initial certification process. The CB may require the person who, prior to undergoing the evaluation, evidences having resolved the causes that led to the withdrawal of the previous certificate without this being considered discriminatory treatment.

ANF AC reserves the right to accept a new request from the sanctioned professional.

8. RIGHTS AND OBLIGATIONS

Rights

Certificate holders will have the right to:

- Make use of the certificates for the development of their professional activity.
- Benefit from all the dissemination and promotion activities carried out by the certification body regarding certified persons.
- Make use of the Scheme Mark in accordance with the provisions of Annex II.
- Claim and appeal any unfavorable decision.

Obligations

The holders of the certificates will be obliged to:

- Respect the DPD Certification Scheme and all applicable procedures.
- Comply with the financial obligations derived from the certification.
- Accept the prescriptions of the Code of Ethics.
- Act in their professional field with due technical competence, ensuring the maintenance of the prestige of the certification granted.
- Collaborate with the certification body in the activities of supervision of its performance necessary for the maintenance and renewal of the certification.
- Inform the certification body about any professional situation that could affect the scope of the certification granted.
- Inform the certification body, without delay, about issues that may affect it to continue meeting the certification requirements.



- Not to use the certificate and the Scheme mark for uses other than those derived from carrying out activities within the scope of the certification granted.
- Not to carry out harmful actions of any nature, nor to damage the image and / or interests of people, companies, entities and clients, even potential ones, interested in the professional service, nor that of the AEPD or the certification entities.
- Not take part in fraudulent practices related to the theft and / or disclosure of exam material.
- Maintain a record of complaints received in relation to the scope of the certification obtained.
- Return the certificate in case of withdrawal of the certification.

Failure to comply with the obligations described may lead to the start of the process of suspension or withdrawal of the certificate.

9. COMPLAINTS / CLAIMS AND APPEALS

In what is not expressly provided, the AEPD-DPD scheme will be followed.

Description

- Complaint / Complaint: Expression of dissatisfaction, other than an appeal, presented by an individual or organization to a certification body, related to the activities of said body or certified person, for which a response is expected.
- Appeal: Request submitted by an applicant, candidate or certified person, to reconsider any decision made by the certification body with their desired certification status.

Complaints / claims and appeals procedure

The process for the treatment and resolution of complaints, claims and appeals will be in accordance with the UNE-EN ISO / IEC 17024 standard.

Complaints or Claims

The procedure for managing complaints or claims about the Scheme must follow, at least, the following procedures:

- a) Study and evaluation of the complaint or claim, and, where appropriate, request for evidence.
- b) Communication to the interested parties and / or affected by each claim or complaint process about the situation revealed, contemplating a maximum period of 30 days for the presentation of allegations.
- c) Analysis and evaluation of the evidence provided and the allegations presented by the interested parties.
- d) Deliberation and final decision-making in this regard.
- e) Communication of the resolution to the parties.

For the proper development of this procedure, the certified person is obliged to:

- a) Cooperate fully with any open formal investigation to resolve specific claims and / or complaints.
- b) Maintain a record of all claims filed against him, for the activity carried out within the scope of validity of the certification and allow the Certification Entity access to these records. For this purpose, within ten days from receipt of the claim, you must send a written communication and a copy of the claim to the Certification Entity.
- c) Provide clients with a form to fill out in case of any complaint related to the services provided, which will be sent to both the certified person and Organization affected by the complaint, as well as to the Certification Entity.



If the complaint or claim gives rise to the opening of an investigation activity on a certified person, whose resolution could imply the temporary suspension or the withdrawal or loss of the certification obtained, the provisions of section 8 will be followed. Suspension or Withdrawal of Certification.

For constancy and control, it will be presented through the document OID1.3.6.1.4.1.18332.105.38, addressed to the email address rtsc@anf.es or, where appropriate, through a web form.

Appeals

They will be dealt with by the Committee of Experts and Impartiality of the Certifying Entity, an independent body created to safeguard the impartiality of the actions of ANF AC in matters of certification, and to which the functions of adjudicating on appeal have been awarded.

The same procedure established in the previous section on complaints / claims will be followed.

For proof and control, it will be presented through the OID document: 1.3.6.1.4.1.18332.105.31, directed to the email address rtsc@anf.es or, where appropriate, through a web form.

Likewise, interested parties may contact the ANF Certification Authority, ANF AC, to the e-mail address for the purposes of expanding or clarifying information on the complaint / complaint or appeal procedures. rtsc@anf.es.

is, by telephone call 902 902 172, by post or in person at our offices in Gran Vía de les Corts Catalanes, 996 4th floor, 08018 Barcelona.

10. COMMUNICATIONS WITH APPLICANTS AND CERTIFICATES

To communicate with the interested parties during the processing of the procedure and once they have obtained the CDPD accreditation, they may use ordinary and certified mail, telephone and email.

In relation to the use of electronic mail, the certifying entity states that it cannot guarantee the security of an electronic transmission of data that is free of errors, nor that the data will be intercepted, changed, lost or destroyed, that it arrives late, incomplete or harmed, nor that its use is safe. Therefore, although the certifying entity will use reasonable procedures to identify the most common viruses, it will not respond to the interested party regarding any error or omission derived from or related to the electronic communication of data to the interested party or its use with or their collaborators. each. This exclusion of liability will not apply in the case of acts, omissions or statements of the certifying entity or its collaborators that are illegal,

11. PROTECTION OF PERSONAL DATA

ANF Certification Authority (ANF AC) acts in its capacity as Certification Entity for Data Protection Delegates (DPD), and will henceforth be referred to as ANF AC or EC.

ANF AC needs to treat the identification data and those related to the training and experience of the Candidates registered to participate in the calls for the Data Protection Delegate (DPD) certification exams, in accordance with the AEPD-DPD Scheme and the ISO 17024 standard.

The personal data provided by the Candidate must be true, complete, accurate and up-to-date, so any variation in them must be communicated by the Candidate without delay.



The interested party is informed that the data collected will receive an automated treatment:

- **Identity of the person in charge of the treatment:**
ANF ASSOCIATION CERTIFICATION AUTHORITY, ANF AC
- **Tradename:**
ANF AC
- **NIF / CIF:**
G63287510
- **Contact address:**
Gran Via de les Corts Catalanes, 996 4º 2ª, Barcelona (Spain), CP 08018
- **Email:**
info@anf.es
- **Activity:**
Certification Entity (Provisional) of Data Protection Delegates (DPD). National
- **Registered in the National Registry of Associations:**
number 171,443.
- **Data Protection Officer, contact details:**
delegadoprotecciondatos@anf.es

Origin of the data

The information is collected from the interested party. In addition, ANF AC may carry out the Checks that it deems appropriate to confirm the veracity of the information provided.

Legitimation

Execution of the contract.

Purpose

Provision by ANF AC of the certification service for people in the category of "*Delegate of Data Protection (DPD)*".

Personal data object of treatment and main purpose

ANF AC will process the following personal data of the Exam Candidate:

- Name and surname
- Number and national identification document (DNI), or foreigner identification number and document (NIE), and / or passport number and document. Depending on the nationality of the interested party and the document used to identify himself.
- Address of contact
- Landline
- Mobile phone
- Email
- Academic degree.
- Professional experience, especially in data protection matters.
- Other training, especially on data protection.
- Bank account number, only if required for the payment of fees.
- In the event that the supervisor deems it necessary, the Candidate may be required to take a facial photographic capture as proof of their physical presence in the examination act, in order to facilitate the control exercised by the regulatory Authorities, ENAC and AEPD.
- Where appropriate, the electronic certificate with which you sign the certification request (contract).



Conservation period

The data retention period will be for the minimum time required for the provision to the candidate of the certification service of persons in the category of "Data Protection Delegate (DPD)", including their renewals and for the minimum time for compliance by ANF AC of its obligations as a Certification Entity, derived from the AEPD-DPD Scheme and the ISO 17024 standard.

After the legal deadlines, personal data will be deleted adopting the appropriate security measures that guarantee total destruction.

Recipients

As a matter of principle, ANF AC does not sell or provide third parties with the personal data obtained from the Candidate, notwithstanding the foregoing, ANF AC may share such personal data, in the following cases:

- Public Administration Bodies, AEPD, ENAC and, where appropriate, Courts and Tribunals to comply with the obligations required in accordance with current legislation.
- Third companies and service providers as soon as their intervention is necessary for the provision of the service to which ANF AC has committed to the Candidate and who act in accordance with the instructions issued by ANF AC for an adequate treatment of personal data in accordance with current legislation:

The Candidate's personal data will not be transmitted to third countries.

Rights of the Candidate and forms of exercise

You have the right to access, limit, rectify, oppose, delete and request the portability of your data. It is reported that the exercise of the right of opposition may hinder the execution of the contract, where appropriate, the appropriate legal measures will be adopted.

To exercise any of these rights, you can contact:

- In person at the ANF AC offices in Gran Vía de les Corts Catalanes, 996, 4 2, 08018 Barcelona (Spain). Monday - Friday 9:00 a.m. to 2:00 p.m. and from 3:00 p.m. to 6:00 p.m.
- In writing to the Data Protection Delegate, by postal mail addressed to ANF Certification Authority, ANF AC, to the attention of the Data Protection Delegate, Gran Vía de les Corts Catalanes, 996, 4 2, 08018 Barcelona (Spain)
- In writing to the Delegate of Data Protection of ANF AC, to your email address delegadoprotecciondatos@anf.es
- By phone at ANF AC 902 902 172. Monday - Friday from 9:00 a.m. to 2:00 p.m. and from 3:00 p.m. to 6:00 p.m.
- Through the web form, hosted on the site <https://www.anf.es/EC-ejercicio-de-Derechos/>
- Likewise, you may file a claim with the Spanish Data Protection Agency (www.aepd.es) if you understand that you have not obtained satisfaction in the exercise of your rights.

Keep in mind that your identification may be requested depending on the means of exercising your rights, that is, identity document or electronic personal identifier (electronic certificate of ANF AC or *login* Y *password* used in your registration for data collection).

For more information and details on data protection in ANF AC, the Candidate can consult the section Privacy Policy and data protection and Legal Notice on the ANF AC website, www.anf.es.