

In accordance with the provisions of section 6.6 of the AEPD-DPD Certification Scheme (*hereinafter, AEPD Scheme*), candidates must submit a detailed resume. This document is a standard template that you can use (*optional*) as a guide in developing your resume.

Minimum sections of the CV:

- Personal affiliation data.
- Detail of the regulated training that has been completed.
- Details of the non-regulated training that you have taken.
- Details of your professional experience.
- Information that it considers relevant to pass the prerequisite phase established in section 6.3 of the AEPD Scheme.

On this page you will find sample documents that can be useful for preparing prerequisite accreditations.

IMPORTANT, It should not include personal data of a special category.

NOTE, It is essential to include supporting documentation for the information provided in your curriculum, especially, in case of justifying prerequisites with the training carried out, the training certificate must be issued by a Training Entity accredited by a Certification Entity. Check that the training certificate indicates the recognized training itinerary carried out (*60/100/180 hours*) and that this itinerary complies with the remaining prerequisites that it must also prove.

If you provide prerequisites based on work or professional experience, remember, section 6.3 of the AEPD Scheme establishes:

"Justify a work or professional experience of two, three or five years in projects and / or activities and tasks related to the functions of the DPD in the field of data protection, (obtained before or after the publication of the RGPD). For this, objective evidence of general and specific experience must be provided by means of a statement from the employer or client, employment contract, etc. "

If you are self-employed or sole administrator of a micro-company and assume responsibility for the data protection area, you can provide an affidavit in relation to your professional activity.

If you have prerequisites, but do not exceed the minimum score required due to lack of years of experience, you can credit additional merits to complete the score. See section B of Annex I for the assessment of additional recognized merits. As a guide, we provide you with the following summary, remember that you must document them:

- to. Detail of the certifications obtained.
- b. Accreditation of committee participation. Eg appointment certificate, minutes, etc.
- c. Published books: Authors, ISBN and publisher.
- d. Articles published: Publication, editorial, date and edition number.
and. Blog articles: web link, web impressions or location data.
- F. Copy of the training certificates and, where appropriate, the program or teaching guide.
- g. Documents accrediting TFG, TFM or doctorate.
- h. Teaching. Certificate issued by the Director of the Training Center detailing the participation as a teacher and the syllabus taught.

GENERAL NOTICE. ANF AC will review the documentation and may carry out the necessary checks to determine its reliability and, where appropriate, request more information or accreditation.

Consult our legal department any questions you have in this regard:

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