

In accordance with the provisions of section 6.6 of the DPO-AEPD Certification Scheme (*hereinafter, DPO-AEPD Scheme*), candidates must submit a detailed curriculum. This document is a standardized model that you can use (*optional*) as a guide in the preparation of your curriculum.

Minimum sections of the CV:

- Personal affiliation data.
- Details of the regulated training you have taken.
- Details of the non-regulated training you have taken.
- Details on your professional experience.
- Information deemed relevant to overcome the pre-requisite phase established in section 6.3 of the DPO-AEPD Scheme.

On this page you will find model documents that can be useful for preparing pre-requisite accreditations.

IMPORTANT: You must not include personal data of special category.

NOTE: It is essential to include supporting documentation of the information contained in your curriculum, in particular, in case of justifying pre-requisites with the training carried out, the training certificate must be issued by a Training Entity accredited by a Certification Body. Check that the training certificate indicates the recognized training schedule carried out (*60/100/180 hours*) and that this schedule is in accordance with the other pre-requisites that you must also accredit.

If you provide pre-requisites based on work or professional experience remember, section 6.3 of the AEPD Scheme states:

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

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

If you meet the pre-requisites, but do not exceed the minimum score required due to lack of years of experience, you can accredit additional merits to complete the score. See section B of Annex I for the assessment of additional merits recognized. For guidance, we provide the following summary, remember to attach documentary evidence:

- a. Detail of the certifications obtained.
- b. Accreditation of participation in committees. E.g. appointment document, the corresponding memorandum, etc.
- c. Published books: Authors, ISBN and editorial.
- d. Published articles: Publication, editorial, date and edition number.
- e. Blog articles: web link, web impressions or location data.
- F. Copy of the title of the training and, where appropriate, programme or teaching guide.
- g. Documents accrediting TFG, TFM or doctorate.
- h. Teaching Activity. Certificate issued by the Director of the Training Center detailing the participation as a teacher and the corresponding programme or teaching guide.

GENERAL NOTICE: AANF AC will review the documentation and can perform the necessary checks to determine its reliability and, where appropriate, request further information or accreditation.