

Appendix: “Professional knowledge certificate”

Certification for the role of external data protection officer at the Ulm Academy for Data Protection and IT Security (udis)



You can use the verification number on the seal of quality for the data protection officer, Sven Lenz, to verify the existence and validity of the seal. To do so, visit the Ulm Academy for Data Protection and IT Security’s website at: https://www.udis.de/udis_zert/pruefen.php

Data protection officers must keep their professional knowledge of data protection up to date at all times. The data protection officer, Sven Lenz, therefore attends the relevant seminars and training sessions on an annual basis.

Minimum requirements for professional knowledge of the data protection officer

The ruling on the professional knowledge of data protection officers (the “Ulm ruling”) decreed in 1990 was both confirmed and substantiated by the minimum requirements issued by the consortium of supervisory authorities. Training staff at the Ulm Academy for Data Protection and IT Security (udis) successfully campaigned to secure this ruling. udis was able to quickly and easily implement the minimum requirements for imparting professional knowledge for data protection officers. As a result, udis training staff follow this ruling exclusively when preparing their teaching content for training data protection officers.

The training of certified professional data protection officers at the Ulm Academy for Data Protection and IT Security (udis) is the first to fully satisfy the minimum requirements of the data protection supervisory authorities.

The minimum requirements for the professional knowledge of data protection officers are listed below.

Professional criteria set out by the Ulm District Court on 31.10.1990 ("Ulm ruling")	Minimum requirements of the District of Düsseldorf for the professional knowledge of data protection officers (Resolution dated 24/25 November 2010)	Implementation of these minimum requirements in the training of data protection officers at udis	
		udis training staff	Number of hours
	Independent of the sector and size of the responsible party		
Ability to apply the provisions of national and federal data protection legislation and any other regulations concerning data protection	Basic knowledge of the constitutional privacy rights of data subjects and employees of responsible parties	RA Dr. Eckhardt Prof. Dr. Herb	7.0
	Comprehensive knowledge of the content of the provisions of the German Federal Data Protection Act (BDSG) that are relevant to responsible parties	RA Dr. Eckhardt Prof. Dr. Herb Group DSB Dr. Ulmer	6.75
	Comprehensive knowledge of the legal applications of the provisions of the BDSG that are relevant to responsible parties	RA Dr. Eckhardt Prof. Dr. Herb Prof. Dr. Kongehl Group DSB Dr. Ulmer	5.5
	Knowledge of the scope of application of data protection regulations	RA Dr. Eckhardt Prof. Dr. Herb Prof. Dr. Kongehl Group DSB Dr. Ulmer	5.5
	Knowledge of the scope of application of data protection principles	RA Dr. Eckhardt Prof. Dr. Herb Prof. Dr. Kongehl	9.5
Computer expertise	Comprehensive knowledge of the technical applications of the provisions of the BDSG that are relevant to responsible parties	Prof. Kongehl Roman Maczkowsky Dr. Weck	7.0
	Knowledge of the scope of application of relevant technical regulations	Prof. Dr. Kongehl	0.75
	Knowledge of the scope of application of the data security requirements, particularly pursuant to § 9 BDSG.	Prof. Dr. Federrath Prof. Dr. Herb Prof. Dr. Kongehl Dr. Weck	8.0

Knowledge of the organisation's operation	Comprehensive knowledge of the organisational applications of the BDSG relevant to responsible parties	RA Dr. Eckhardt Prof. Dr. Kongehl Jacqueline Stuhler Klaus Jancovius	8.0
Ability to teach			
Demonstrates psychological empathy			

Professional criteria set out by the Ulm District Court on 31.10.1990 ("Ulm ruling")	Minimum requirements of the District of Düsseldorf for the professional knowledge of data protection officers (Resolution dated 24/25 November 2010)		Implementation of these minimum requirements in the training of data protection officers at udis	
			udis training staff	Number of hours
	Dependent on the sector and size of the responsible party			
Ability to apply the provisions of national and federal data protection legislation and any other regulations concerning data protection	Comprehensive knowledge of the special legal provisions relating to data protection that are relevant for their own organisation.		RA Dr. Eckhardt Prof. Dr. Kongehl Group DSB Dr. Ulmer Comment: This covers the special legal provisions that are important for seminar participants.	4.25
Computer expertise	Knowledge of information and telecommunications technology		Prof. Dr. Federrath Dr. Weck Comment: Participants cover this topic, as necessary, on a two-day preliminary course	2.0
	Knowledge of data security	General	Prof. Dr. Federrath Prof. Dr. Herb Dr. Weck	5.5
		Physical data security	Prof. Dr. Federrath	0.75
		Cryptography	Prof. Dr. Federrath	2.25
		Network security	Prof. Dr. Federrath Roman Maczkowsky Dr. Weck	6.0
Malware	Prof. Dr. Federrath Roman Maczkowsky	1.0		

			Protective measures against malware	Prof. Dr. Federrath Roman Maczkowsky Dr. Weck	2.75	
			Understanding of how to acquire knowledge of the technical and organisational structure and its interaction across the supervised responsible parties (Organisational structure and operating structure and/or organisation of responsible parties)	Prof. Dr. Federrath	0.5	
Has knowledge of the organisation's operation			Basic business skills	In Human Resources	CO Andreas Werther	6.0
				In Controlling		
				In Finance		
				In Sales		
				In Management		
				In Marketing		
Ability to apply the provisions of national and federal data protection legislation and any other regulations concerning data protection	Has knowledge of the organisation's operation	Computer expertise	Knowledge of practical data protection management of a responsible party	Carrying out checks	Prof. Dr. Federrath Konzern-DSB Dr. Ulmer	0.75
				Conducting consultations	Group DSB Dr. Ulmer	0.5
				Strategy development	Group DSB Dr. Ulmer	0.5
				Compiling documentation, IT security concepts, implementing basic protection	Dr. Weck	2.25
				Creating directories	Prof. Dr. Kongehl	1.0
				Log file analyses	Prof. Dr. Federrath Roman Maczkowsky Group DSB Dr. Ulmer	1.75
				Risk management	Prof. Dr. Federrath Roman Maczkowsky	1.25
				Analysis of security concepts	Prof. Dr. Federrath	0.5
				Compiling in-house agreements	Prof. Dr. Kongehl	1.0
				Dealing with video monitoring	Prof. Dr. Kongehl	0.5
				Collaboration with the works council	Group DSB Dr. Ulmer	0.75

Personal undertaking to Germany's Professional Association of Data Protection Officers (BvD)



Sven Lenz is a member of Germany's Professional Association of Data Protection Officers (BvD). Within this context, he is registered as an external data protection officer. Every three years, he provides a written undertaking to confirm his compliance with the professional model.

The undertaking process in the BvD

1. Members provide a written undertaking, either personally or as an organisation, to comply with certain elements of the professional model. Companies that commit to comply in this way must also require their employees working as data protection officers to provide the same undertaking.
2. There are three levels through which this undertaking is gradually extended:
 - Level 1:
Begins with undertaking to obtain and maintain the professional knowledge.
 - Level 2:
Undertaking to obtain and maintain the professional knowledge is extended to fulfilment of responsibilities.
 - Level 3:
Undertaking to obtain and maintain the professional qualification and fulfil responsibilities is extended to compliance with the rules of professional practice.
3. The validity of any given undertaking is limited to three years in each case. After three years, a new declaration of undertaking, redefined at the time of renewal, must be submitted. If BvD membership is terminated before the end of any three-year period, validity of the undertaking ceases at the time of termination.
4. A person who has given a personal undertaking provides their own evidence of upholding their professional knowledge; where an undertaking is given by an organisation, the organisation is responsible for providing this evidence for any of its employees undertaking responsibilities as data protection officers.

5. The organisation's office archives the undertakings and assigns a unique undertaking number to each one. As each undertaking is renewed, it is assigned a new undertaking number.
6. Third parties can use the undertaking number to verify an undertaking. The organisation's office provides information, on request, regarding whether a number relates to a current undertaking and/or whether a person or an organisation has a current undertaking number.
7. The management board receives a quarterly summary of members who have given an undertaking.
8. Regular checks are made to ensure compliance with undertakings.