

Annex 2.a.: Code of Conduct Adherence Guidelines

Code Adherence Guidelines

These Code Adherence Guidelines ("**Guidelines**") provide guidance on how to complete a Declaration of Adherence ("**Declaration**") with the Data Protection Code of Conduct for Cloud Infrastructure Service Providers (the "**Code**"). Unless they are otherwise defined, capitalised terms used in these Guidelines will have the meaning given to them in the Code. If you have any questions about the Declaration or these Guidelines, please contact the Secretariat at: info@europa-insights.com

1. Template Declaration of Adherence

Please complete a Declaration using the current template available at: [ENCLOSED] and available here: <http://gofile.me/2IyyD/2tTVZYFHE>]. Declarations must be completed in English language.

2. Services Covered by the Declaration

Please complete this section of the Declaration with the current commercial name of each service covered by the Declaration.

You may choose to provide further information to help identify the covered services, including by providing links to publicly available service descriptions.

3. CISP making the Declaration

Please complete this section of the Declaration with the current legal name and address of each CISP making the Declaration.

The CISP making the Declaration should be a seller of record of the service(s) covered by the Declaration (i.e. the CISP should be the contract party for customer agreements in respect of the service).

4. Support for the Declaration provided by the CISP

Please complete this section by selecting your chosen support procedure. Your choice will determine which Compliance Mark you are eligible to use for the service(s) covered by the Declaration.

5. Auditable Code Requirements

If your Declaration is supported by certification by an independent third party auditor please complete Table A of the Declaration for each Auditable Code Requirement as follows:

- (a) **Audit standard(s):** Please indicate the audit standard(s) which you are relying on in respect of the relevant Auditable Code Requirement. You may rely on any industry recognised audit standards provided they address the Auditable Code Requirement(s).
- (b) **Control mapping or reference(s):** Please indicate the control and/or service description (as appropriate) which is relevant to the Auditable Code Requirement. Where you rely on a service description in an audit report, please indicate the page reference.
- (c) **Date:** Please indicate the date the audit was completed or the period that the audit covers (as applicable).

- (d) **Third party auditor(s) used:** Please indicate which third party auditor you have used to prepare the Certificate. You may rely on any appropriately qualified firm with competence in the relevant audit standard.
- (e) **Attachment(s):** Please attach a copy of any referenced certificates, statements of applicability or other audit reports. All materials must be provided in English language.

For the other Code Requirements, please refer to Section 6 of these Guidelines.

6. Self-assessment by the CISP

If your Declaration is supported by:

- (a) self-assessment, the guidance in this section applies to all Code Requirements; or
- (b) certification by an independent third party auditor, the guidance in this section only applies to those Code Requirements which are not Auditable Code Requirements and so need to be self-assessed.

It is your responsibility to assess if the services covered by your Declaration comply with the Code Requirements.

You are not required to submit evidence in support of your self-assessment. However, you are encouraged to keep your own record of the basis for your self-assessment.

Provided they cover the relevant Code Requirement, the following material would be considered as evidence in support of a self-assessment:

- the current Services Agreement;
- the CISP's internal policies and procedures;
- examples of contracts with CISP personnel, contractors etc.;
- information about the CISP's services;
- information about the CISP's security and control practices; and/or
- industry certifications and/or independent third party attestations.

7. Confidentiality

If the supporting material you intend to provide is non-public, please contact the Secretariat to request a non-disclosure agreement at: francisco.mingorance@europa-insights.com

8. Submission and Payment

Please submit your completed Declaration and the relevant supporting material to francisco.mingorance@europa-insights.com.

Please pay the applicable processing fee using the following details: **Cloud Infrastructure Service Providers in Europe ASBL** - BNP Fortis Bank, Brussels IBAN: BE96 0018 0480 1905
Enterprise number: RPM Bruxelles 0666.6662.093, Belgium

Terms of payment : Please settle this invoice upon receipt - all banking charges to be covered by sender.

Service Declarations and the use of the relevant Trust Mark (see below) are subject to the following handling fee:

- **990 EUR for the declaration of 1 service**
- **2990 EUR for the declaration for 3 or more services**



The related Trust Mark can be used for 3 years provided that there is (a) no significant change in the service declared (b) no significant change in the Code of Conduct or the applicable legislation.