

GDPR Forensic Limited is a world leader in
Data Protection Services and Training.



Examination Policy and Process

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2 OVERVIEW

2.1 ABOUT GDPR FORENSIC LIMITED AND THE CONVERGENT CSSNX PLATFORM

GDPR Forensic Limited is a large services provider to the Data Protection and Data Privacy industry. As a global organisation, we assist our clients and their customers by ensuring that our clients attain a degree of Data Protection compliance to ensure the safety of their customer's Personal Data and avoid data breaches or breaking the various data protection laws that exist around the world today.

The business has grown from humble beginnings in 2010 from a small office in New York to a formidable global position with offices and points of presence in many parts of the world and a growing number of employees and Independent Contractors that make up its global workforce.

GDPR Forensic Limited and its qualified Data Protection Officers and Privacy Professionals are responsible for developing inspiring training services and new innovative data protection products that converge various technologies into commonly available browser-based technology platforms to ensure that customers and clients alike are well informed about the changing landscape that is data protection. To this extent, we provide the most comprehensive Data Protection Officer training in the world under a single banner, the Global Data Protection Officer (DPG+G) foundation level and the professional Global Data Protection Officer (DPO+G/P) Practitioner level certifications.

Studying and passing the Foundation Level certification will ensure that you are positioned to take care of the immediate needs of an organisation with respect to its data protection, data privacy, data subject requests and management and handle and manage data breach notifications.

Continuing to the more advanced Practitioner Level will allow you to provide consulting services and additional support through to the compliance requirements preceding an audit or investigation by a Data Protection Authority or other government regulator. You will be able to advise of the latest trends in Data Protection and maintain a Global Data Protection Management System (GDPMS) implementation to the highest degree of accuracy and formal compliance. At this level, you are also encouraged to join the pool of Virtual Data Protection Officers that work together in the Consumer Support and Services Network (CSSNx) to provide ongoing services and support to the GDPR Forensic brand clients and service the convergent CSSNx streams to support the data protection community and customers of clients, both those of GDPR Forensic Limited and your own clients.

3 ACCREDITATION

Our training and learning and certification credentials are developed and delivered in accordance with the ISO Standard 17024:2012. Our programs meet the quality and integrity required to demonstrate an outstanding achievement with regards to your certification, and employers and organisations the world-over acknowledge this ISO Standard for quality.

By maintaining and delivering our programs to this International Standard assures you that:

- your skills as a Data Protection professional are recognized universally.

- our program will continue to deliver quality learning outcomes and quality training.
- you have the necessary knowledge and skills to perform in the role applicable for the certification attained.

Whilst our training programs are comprehensive, they are suitably divided to allow individuals to achieve the desired level of skill appropriate to the role that they wish to pursue. Our training and assessment of acquired skills are stand-alone assessments that will assess your professional level of competency and experience. There is no guarantee that by completing the training material you will become certified.

3.1 STATEMENT OF NON-DISCRIMINATION

We apply all our policies and rigor to all levels of learning and examination regardless of any person’s background, prior learning or economic status.

GDPR Forensic Limited endorses the principles of Equal Opportunity. Our eligibility criteria for training and examination and finally certification as either a Foundation or Practitioner level are applied equally regardless of religion, race, gender, nationality or disability.

4 CERTIFICATION PROGRAMS

There are only two certification programs available which are Foundation Certification (DPO+G) and Practitioner Certification (DPO+G/P) in the field of Data Protection Officer (DPO).

We don’t provide separate regional certifications; our training is comprehensive on a global level and is applicable in principle to all identified countries and regions that are supported by the Global Data Protection Management System (GDMPMS) – GRC software.

Certification Level	Foundation Level Certification (DPO+G)	Practitioner Level Certification (DPO+G/P)
Element of Certification		
Prior Learning Required	None	Foundation Level Certification (DPO+G)
Total Questions	90 Questions	90 Questions
Scored Questions	75 Questions	75 Questions
Permitted Time	120 Minutes	120 Minutes
First Time Examination Fee	€180	€200
Second or subsequent Examination Fee	€ 90	€ 100
Certification Renewal Period	3 Years	2 Years
Renewal Examination Fee	€180	€200

As it is mandatory to have attained Foundation (DPO+G) Certification as a pre-requisite for a Practitioner (DPO+G/P) Certification, you may purchase both Certification Examinations together for €360, and save €20.

5 REGISTRATION PROCESS

All our examinations and assessments are performed remotely, so you will be able to complete your examination in the comfort and familiarity of your own environment. As this is the case, all assessments are timed by a qualified proctor and you must have a web cam available so that we may monitor your progress and ensure conformity.

You **MUST** complete the following steps for an examination:

1. Pay (or have already paid) any outstanding fees associated with your training or assessment. If you purchase both assessments together and obtain a discount, should you require to undergo a reassessment, the reassessment fee will be due and payable prior to reassessment.
2. Register for an Examination by Scheduling the Examination.
3. Acknowledge and execute the “Statement of Applicant”.
4. Acknowledge and Execute an “Examination Confidentiality Agreement”.

5.1 SCHEDULING AN EXAMINATION

You are required to book an examination and schedule the examination with your instructor. Your instructor may help and advise you prior to an examination but will not be able to assist you during the examination.

You can book your examination at any time that you feel you are ready and is suitable for you.

All examinations must be paid for before they can be booked. All examinations must be booked and confirmed prior to sitting the examination. The same is applicable to re-examinations. If you purchase or book an incorrect examination, please contact certification@gdprforensic.com so we can cancel your booking. Once we have freed up your examination credit, you will be free to rebook another time and course.

An examination may be scheduled for anytime within 12 months of the receipt of the payment and all examinations must be scheduled within 6 months of the receipt of the payment. Bookings not made within 6 months from receipt of payment will be forfeited by the candidate.

5.1.1 Rescheduling, Cancellations and No Shows

You can reschedule your examination at any time up to 72 hours before the scheduled examination time without penalty. If you reschedule your examination within 72 hours of the scheduled examination time, a fee of €80 will need to be paid prior to rescheduling or sitting the examination. To cancel your examination within 72 hours, please email certification@gdprforensic.com

A candidate will be considered a No-Show if they have not commenced their examination within 15 minutes after the scheduled time on the scheduled date. A No-Show candidate will need to pay the re-examination fee and book a new scheduled examination date.

5.1.2 Special Accommodations

If for any reason you require special consideration for your examination because of a disability, please ensure that you advise GDPR Forensic Limited by sending an email to certification@gdprforensic.com at least 30-days prior to your scheduled examination. We can't guarantee that we will be able to accommodate your request, but we shall make all reasonable efforts.

5.2 EXAMINATION LANGUAGES

All our examinations are in English.

6 EXAMINATION EVENT INFORMATION

6.1 EXAMINATION ATTENDANCE

We will send you an email once your examination schedule is confirmed. Your examination schedule email will contain the date and time that your examination is due to start. This will be in your local time.

As our examinations are done remotely, you must have a webcam connected to your computer and your proctor will ask you to show the two types of Identification that you supplied when you booked your examination.

6.1.1 Identification

You **MUST** have **two forms** of identification, one of which must be a valid government-issued photo ID, such as a driver's license, passport, military pass or other government-issued ID will qualify. The name printed on your identification must match the name you used to schedule your examination.

Other valid ID will be a rent receipt, Utility or bank statement that bears your name and current address.

If you have undergone a name change between scheduling and sitting your examination, ensure that you have appropriate documentation to demonstrate this change of name (e.g. a Deed Poll or Marriage Certificate etc.). Candidates who don't meet the required ID requirements prior to examination, will not be able to sit the examination at the scheduled time and will need to pay the €80 rescheduling fee and reschedule their examination for another date.

6.1.1.1 Authorization Code

Within your examination confirmation email will be an Examination Code. You must have your authorization code available to sit the examination. If you don't have your examination code available, you will not be able to sit the examination and you will need to pay the €80 rescheduling fee and reschedule your examination for another date.

6.1.2 Preparation Time for the Examination

You should allow yourself at least 15 minutes to prepare for your examination prior to the examination time. You may test your computer setup, configuration and web cam at any time within 30 minutes of the examination time, and your proctor will be available 30 minutes before hand for this purpose.

You must not discuss the examination with your proctor during this period or the examination period.

Prior to commencing the examination, your proctor will ask you to share your entire working space on your screen so they can see your entire computing environment. As you will be using a webcam, they may ask to see your surrounding bench space, and you need to make sure that your mobile phone is turned off and that the area is free from distraction during the examination time. Your bench space must not have any documents or other reading material or books within plain sight.

If you fail a Foundation examination and you have already scheduled a Practitioner examination, you must either schedule to be re-examined for your foundation examination prior to your practitioner examination (considering the 30-day re-examination delay) or reschedule your Practitioner examination. If you haven't passed your assessment for Foundation prior to your assessment for Practitioner, you will need to pay the €80 rescheduling fee and reschedule your Practitioner examination for a later date if you have scheduled the Practitioner examination within 72 hours of your failed Foundation examination.

If you experience technical difficulties on the day of your examination, and we don't hear from you within the first 15 minutes of your examination start time, you will be considered a No-Show and you will need to pay the appropriate re-examination fee and reschedule the examination. You may let us know that you are experiencing technical difficulties by calling +61 4 6621-2726 and talk with your proctor.

Your proctor can do several things to help you, if you call prior to the commencement of your examination time, during the configuration time (30-minutes prior to your scheduled examination time), they may cancel your examination, so you can reschedule the examination for another time, without penalty.

If you contact your proctor after the examination start time, but within 15 minutes of the examination start time, they may cancel your examination, but you will be required to pay the €80 rescheduling fee.

If you don't contact your proctor within 15 minutes of the examination start time, you will be considered a No-Show and you will have to pay the re-examination fee appropriate to your examination level and reschedule for another date.

6.1.3 Exams Procedures

Once you are ready and upon instructions from your proctor, you will be required to enter your Examination Code, this will start your examination time. You will be able to navigate freely and move back and forth between the examination items. You will select your answers by clicking the option that you believe is correct. Once you have given an answer it will be recorded and stored.

6.1.4 Examination Rules

The following are the rules that must be observed and adhered to during the examination.

1. Your web cam **MUST** remain on and you must remain visible during your examination. You will not be able to see your proctor, but they **MUST** be able to see you. The exception to this is described in item 7.
2. No electronic devices can be used during the examination. The exception to this is translating machines, whose sole purpose is translation. iPads and similar devices with a translating application are not permitted.
3. If you don't speak English as your first language, you may have within reach a translation dictionary. You must show this to your proctor prior to the examination starting. Online dictionaries are not permitted. Only one dictionary is permitted, and it must be an English to Native-Language dictionary. It must be free from hand written notes or any markings. Your proctor may request that you show them prior to allowing the use of a dictionary.
4. No reading material of any kind is permitted to be looked at or read during the examination.
5. You must ensure that family members or other people that you live with don't disrupt your examination. You must not have conversations with people whilst your examination is underway. This includes animals disrupting your examination or home telephones, televisions, radios etc.
6. Other than testing procedures, the proctor will not discuss the examination with you.
7. You may be excused from the proctors view by the proctor for the purpose of taking a stretch break or visiting the restroom once during your examination. You will not be given additional time to make up for any time lost while you are out of the proctor's view.
8. Any time that the candidate is outside of the proctor's view for more than 5 minutes will be considered an examination completion, and you will be unable to continue the examination in this sitting. You will be scored on your completion of your examination up to that time.

6.1.5 Failure to Report for Your Examination

If you fail to report for your examination(s) without proper notification your registration will be cancelled, and all fees will be forfeited.

6.1.6 Dismissal & Disqualification

Any candidate who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal. Any candidate that is disqualified will forfeit their current examination fee. Proctors are authorized to take immediate, appropriate measures against candidates who are caught violating examination rules. The candidate is entitled to appeal the dismissal determination.

6.1.7 Results

You will receive your results immediately upon concluding your exam, and a confirmation email will be sent with the result information.

6.2 INCLEMENT WEATHER OR EMERGENCY POLICY

In the event of inclement weather or an emergency, the following will apply.

Discuss with your proctor the circumstances of your inclement weather or emergency and the Proctor will decide what course of action to take. If for any reason the examination is not able to be taken, due to an emergency or inclement weather, your proctor may decide to postpone the examination without requiring the Candidates to pay a re-examination fee. Candidates are responsible for their own expenses associated with taking an examination or re-examination.

In the event that a documented medical or family emergency prevents your from taking the examination at the scheduled time, you should email certification@dgrforensic.com as soon as possible before the examination. Exceptions may be made for circumstances that genuinely prevent the examination from proceeding.

7 EXAMINATION INFORMATION

Our certification and examinations are developed to differentiate between candidates who know and those who don't know the certification material or have the knowledge required to be considered to have a minimal level of knowledge about the subject matter. All questions are answered from a list of optional choices, they are multiple choice questions. Some questions relate to scenarios or are scenario based and in every instance, there is only one correct answer. Each clearly written question will have either a true or false option, or 4 choices, of which only one answer is correct. The correct answer should be apparent to the minimally qualified candidates. The balance of the multiple-choice answers may appear plausible to a candidate that isn't suitably qualified. Importantly, it is everyone's responsibility to determine what is necessary to know about the subject matter prior to sitting an examination, and those who participate in the video training and classroom coursework will most certainly know the plausible from the correct answers.

You are encouraged to read each question carefully and interpret its actual meaning. The question asked may be a formal question or posed as a statement of varied completeness and of either fact or fiction. You may be required to provide an answer that is based objectively on the MOST or BEST fit answer for the question, of the multiple-choice answers provided.

7.1 SCORING AND REPORTING

Each question asked has one answer, where a correct answer will score one or more points towards your final assessment. An unanswered question is considered incorrect. It will be marked incorrect. Each candidate must get a minimum number of correct answers to meet the certification attainment.

Typically, a passing score equates to (or is greater than) 75% based on the number of questions asked and those to which the correct answer is given. In both cases for our examinations there are 90 questions of which the candidate must get at least 68 correct.

7.2 PASSING & CERTIFICATION

All candidates who successfully complete and attain the required minimum level of qualification will be able to display and use their Foundation or Practitioner Certification. A certificate will be issued upon successful completion of your examination.

The certificate remains the property of the GDPR Forensic Limited, who may withdraw, cancel, revoke, change the scope of, or otherwise annul the certification for cause.

Certification for Foundation Level certificates is 3 years, starting from the date of attainment. Certification for Practitioner Level certificates is 2 years, starting from the date of attainment.

7.2.1 Failing

Candidates who did not achieve the minimum attainment level for certification will be provided with a short report analyzing their failing. They can reschedule an examination at any time in the future.

7.3 RETAKING THE EXAMINATION

If a candidate fails to pass a certification examination, they can reschedule the same examination after waiting a period of not less than 30-days. The examination can be rescheduled at any time, but the examination date must not be before 30-days have elapsed since the date of the failed examination.

Candidates are required to pay the appropriate re-examination fee, prior to scheduling the re-examination. This is usually a reduced cost, and the same re-scheduling rules apply to when the re-scheduled examination may be booked from the time the fees are paid.

Candidates, that have paid for and booked both the Foundation and Practitioner examinations, should ensure that they have completed the Foundation examination and passed, before they attempt the Practitioner examination, as the Foundation level attainment is a pre-requisite of the Practitioner examination.

8 CERTIFICATION EXAMINATION SCORE REVIEW AND APPEALS

GDPR Forensic Limited is committed to providing a quality training and certification product and system. If you don't receive a passing grade and certification, you may lodge a challenge to your score and appeal the result of your examination.

8.1 APPEAL

Within the examination and training framework our examinations are put through some rigorous testing. We review our examination and training material on an annual basis and those questions that perform poorly and don't meet a minimum standard or correctness application are periodically changed and replaced by new questions.

We appreciate your appeal may assist us in identifying questions that don't necessarily "work" and as part of our review we consider all appeals.

If you wish to formally appeal your examination results, please lodge your appeal, by completing the "[Certification Appeal Form](#)". Your appeal must be made using this form, in writing within 30-days of the receipt of your examination results.

Your appeal must include your reasoning for the appeal together with any supporting information and your email address and telephone number.

We will acknowledge the receipt of your appeal within 5 working days. We will review your results together with your points of appeal, and if you have provided an agreed and suitable challenge, we will rescore your examination accordingly.

8.2 IRREGULARITIES

If you don't feel that you proctor executed the examination in accordance with these guidelines or there were irregularities in the means or method of the delivery or circumstances of your examination, specifically elements that may have impacted your performance during the examination process, you may lodge a formal complaint within 30-days of your examination, by completing the "[Examination Irregularities Form](#)".

Your complaint should include as much detail as possible and include details of the irregularities and the adverse impacts to your examination experience.

We will examine your complaint and provide a written determination to your complaint within 30-days of receipt of your complaint. If we find in your favor and do determine that there were irregularities which impacted your examination outcome, we shall provide you with an examination re-take option without cost. We will not alter an examination result based on irregularities.

8.3 CONFIDENTIALITY

The privacy of your personal data is paramount to what we do. You acknowledge that your examination details are confidential, however your certification details will be made available subject to the Examination Collection Statement and Privacy Policy to validate your certificate.

8.4 CHEATING

GDPR Forensic Limited and the people that work with us, other certified persons, bodies and entities assign good faith to our certificates and certification process. They have a significant interest in assuring the integrity of the certification process. We take it for granted that all candidates are acting in good faith and are undergoing the examination process free of inappropriate assistance. All examinations are proctored to ensure that cheating isn't the case. All and any form of cheating will cause instant disqualification and forfeiture of paid fees for the examination.

If, however a proctor does detect any form of cheating the following may occur:

- Candidates observed using inappropriate assistance will be informed during or after the session and invited to submit a statement, in writing or by recording, responding to the observations.
- Proctor(s) will submit a written statement or recording detailing their observations, together with the video footage taken during the examination.
- After reviewing the candidate statement (or recording), the proctor statement(s) and all accompanying evidence (including footage and recordings), the body responsible for Certification will issue a finding and action to the candidate. If the finding concludes that cheating likely occurred, the action may include any or all the following:
 - invalidation of examination results,
 - prohibition from future examinations,
 - revocation of existing certifications and
 - removal from the CSSNx network

Candidates have the right to appeal the body responsible for Certification's finding and action. Any such appeal should be addressed to certification@gdprforensic.com within 10 days of receiving the finding and action.

9 PRE-EXAMINATION ATTESTATIONS

All examination candidates are required to complete and agree to the following documents prior to commencing an examination.

Code of Practice & Conduct

Upon successfully achieving my Global Data Protection Officer certification, I the certified individual agree to comply with this “Code of Practice & Conduct” as outlined below:

I will conduct my business, professional activities and consultancy with courtesy, honesty and integrity.

I will represent my attained certifications and qualifications honestly and agree to only undertake those activities I can reasonably expect to complete with the required skills, knowledge, competence and efficiency.

I will maintain and improve my professional knowledge and competence through regular self-assessments and continuing education or training and learning.

I will follow all certification policies, procedures, guidelines and requirements of the GDPR Forensic Limited body for Certification.

I will support and work with my fellow Data Protection and Privacy professionals to achieve better data security outcomes for the common good of all.

I will put Privacy before profits and work for the betterment of all Data Subjects the world over.

Statement by the Applicant

The following “Statement by the Applicant” must be completed by all candidates immediately prior to commencing any certified examination. You will be required to digitally sign this statement prior to your examination, and each time that you attempt an examination.

I hereby apply for certification as a Foundation Global Data Protection Officer (DPO+G) or a Practitioner Global Data Protection Officer (DPO+G/P). I acknowledge and understand that my certification is based on my ability to attain an appropriate level of learning and meet the requirements for such a certification, both now and in the future.

I attest to the accuracy of the information that I have provided in my application to undertake this examination. If, however GDPR Forensic Limited require additional information, I shall provide the information requested promptly. I further agree that if any information provided by me, is later determined to be false or misleading, any certification based on that information may be revoked.

Upon successfully completing this examination and your awarding of the level of Global Data Protection Officer as either Foundation or Practitioner, I agree to abide by the Code of Practice & Conduct. I will notify GDPR Forensic Limited should I no longer be able to meet my obligations and professional responsibilities as defined in the Code of Practice & Conduct or within the standards of my awarded certification.

Should me certification be suspended, during the time of suspension I will not use the seals, marks of certificate itself.

Should my certification be revoked or withdrawn at any time, I will return my Certificate and discontinue using the seals or marks of the revoked certification.

When using the seals and marks associated with my certification, I shall abide by the restrictions and standards stated in the GDPR Forensic Limited – Examination Guidelines and Rules. If I am notified of a misuse of my seals, marks or certification, I shall do all things necessary to correct the use of my seals and marks or certification as directed by GDPR Forensic Limited. I understand that GDPR Forensic Limited may withdraw my use of the seals and marks if I fail to correct my use of these seals and marks.

I hereby release, discharge, and exonerate GDPR Forensic Limited, its directors, officers, members, examiners, representatives, and agents, from any actions, suits, obligations, damages, claims or demands arising out of, or in connection with, any aspect of the application process including results or any other decision that may result in a decision to not issue me a certificate for any reason. If one or more provisions of this statement are found to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this statement will not be affected in any way thereby.

10 EXAMINATION CONFIDENTIALITY AGREEMENT

To ensure the integrity and confidentiality of the examination information. At the commencement of an examination all candidates must agree to and execute the “Examination Confidentiality Agreement” as described below.

I understand, acknowledge and agree:

1. That the questions and answers of the examination are the exclusive and confidential property of GDPR Forensic Limited and are protected by intellectual property rights.
2. That I will not disclose the examination questions or answers or discuss any of the content of the examination materials with any person.
3. That I will not remove any examination materials of any kind provided to me or any other material related to the examination, including, without limitation, any notes or calculations.
4. Any notes that I make during an examination will be destroyed immediately upon completion of the examination.
5. That I will not copy or attempt to make copies (written, photocopied, or otherwise) of any examination material, including, without limitation, any examination questions or answers.
6. That I will not sell, license, distribute, give away, or obtain from any other source the examination materials, questions or answers.
7. That I will not create or contribute to certification efforts competitive with the Foundation or Practitioner Certification schemes for a period of three years from taking the examination.
8. That my participation in any irregular occurrences during the examination, such as giving or obtaining unauthorized information or aid, if evidenced by an observation or subsequent statistical analysis, will be enough cause to invalidate the results of the examination or the certificate issues, or other appropriate remedy.
9. That I am solely responsible for the answers provided on the test(s) and that they were not provided via assistance by other individuals.
10. I agree that my obligations under this Agreement shall continue in effect after the examination and, if applicable, after termination of my certification, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary.

11. I acknowledge that the unauthorized use or disclosure of the examination information (including all examination questions, answers and examination materials) would cause GDPR Forensic Limited to incur irreparable harm for which monetary damages may be difficult to ascertain or an inadequate remedy. Accordingly, I agree that GDPR Forensic Limited will have the right to seek equitable relief to enjoin any unauthorized use or disclosure of its information and materials, in addition to any other rights and remedies that it may have at law or otherwise.

12. If one or more provisions of this Agreement are found to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Agreement will not be affected in any way thereby. A waiver of my breach of any provision of this Agreement will not operate as or be deemed to be a waiver of my prior, concurrent or subsequent breach of that or any other provision of this Agreement.

13. This Agreement can only be amended or modified with the written mutual consent of GDPR Forensic Limited