

Data Protection Officer (DPO) Accreditation Criteria

Issued pursuant to Article (17.B) of the Personal Data Protection Law No. (24) of 2023

<p>Article (1)</p>	<p>This is referred to as the (Data Protection Officer (DPO) Accreditation Criteria) and shall be effective upon the approval of the Personal Data Protection Council.</p>
<p>Article (2)</p>	<p>A. Wherever they appear in these Criteria, following words and phrases shall have the meanings ascribed thereto hereunder unless the context indicates otherwise:</p> <p>Critical Infrastructure: A set of electronic systems, networks, physical and non-physical assets, or cybersecurity assets whose continuous operation is essential for ensuring national security, economic stability, and public safety.</p> <p>B. The definitions provided in the Personal Data Protection Law shall apply wherever appeared in these Criteria unless the context indicates otherwise.</p>
<p>Article (3)</p>	<p>A. The controller shall appoint a DPO in accordance with Paragraph (A) of Article (11) of the Law, and fill in the personal data protection Registry of the Controllers, and the Processors, and the DPOs published on the official website of the unit. The following data and documents shall be submitted when registering::</p> <ol style="list-style-type: none"> 1. Letter of Experience. 2. Good Conduct Certificate. 3. Copy of the National ID Card. 4. Personal Photo. 5. Address and Contact Information. 6. Academic Qualifications and Curriculum Vitae. <p>B. The controller shall only appoint the DPO after obtaining the approval of the Personal Data Protection Council in cases where data processing is related to critical infrastructure in the following sectors and in accordance with the annex:</p> <ol style="list-style-type: none"> 1. Telecommunications and Information Technology. 2. Energy and Minerals. 3. Water and Irrigation. 4. Health. 5. Transport. <p>C. The Council has the right to add, modify, or update any additional cases that deemed necessary for a mandatory approval for the DPO.</p> <p>D. The Central Bank of Jordan shall act as the accreditation authority for entities falling under the supervision of the Central Bank of Jordan, as determined by the Central Bank of Jordan.</p> <p>E. The controller may voluntarily appoint a DPO, even if not required by the Law, to comply with the provisions of the Law and the Bylaws and Instructions issued pursuant to it.</p> <p>F. The controller shall publish the DPO's contact details through its communication channels enabling the data subjects to contact the DPO when necessary.</p>

<p>Article (4)</p>	<p>A. The DPO shall:</p> <ol style="list-style-type: none">1. Be a Jordanian citizen.2. Have a good conduct and behavior, and shall not have been sentenced to a criminal penalty or convicted a crime against honor and fidelity, unless has been rehabilitated.3. Possess a specialized knowledge in data protection.4. Not have been previously dismissed from being employed due to a violation of data protection pursuant to a final judicial ruling or uncontested disciplinary decisions. <p>B. The controller may appoint an internal DPO from within the entity or an external DPO from the outside of the entity,</p> <p>C. An external DPO may serve multiple entities.</p> <p>D. The external DPO shall perform the roles pursuant to a contract drawn up for this purpose and specifying the roles and responsibilities of the DPO,</p>
<p>Article (5)</p>	<p>The controller shall ensure an optimal working environment for the DPO to effectively perform the assigned roles by:</p> <ol style="list-style-type: none">A. Avoiding conflicts of interest: The DPO shall not be assigned tasks that conflict with the assigned roles or compromise the DPOs independence.B. Establishing direct reporting lines: The DPO shall report directly to the Board of Directors, specialized committees, or the executive board if the controller is a legal person / entity.C. Providing necessary resources: The controller shall allocate the necessary human, financial, and technical resources to enable the DPO to fulfill the assigned duties.D. Professional development: Enhance the competency of the internal DPO and provide support for obtaining professional certificates related to the field of work.E. Participation in decision-making: The DPO shall be involved in all meetings related to personal data processing.
<p>Article (6)</p>	<ol style="list-style-type: none">A. The controller shall submit the DPO Accreditation Application form through the official website of the unit.B. The Council shall issue a decision on the accreditation request within one month of receiving the complete application.C. The applicant is to be notified with the Council's decision within seven working days from the date of issuance.D. Accreditation is valid for two years from the date of approval and may be renewed for similar periods upon a request submitted by the controller at least 30 days before expiration.E. Accreditation shall be revoked under any of the following circumstances:<ol style="list-style-type: none">1. Expiration of the accreditation period without renewal.2. Failure to meet any of the eligibility criteria.3. Resignation of the DPO in accordance with the legal and contractual obligations, or a request from the controller.4. Following a Council decision o justifying the reasons for revoking the accreditation.