

Certification Program Requirements – Please note that all of these requirements must be met.

For Certification to be considered:

- 1) Complete and sign the Privacy by Design Certification Usage Agreement.
- 2) Provide full payment of the review fee plus HST.
- 3) Submit a copy of the assessment report provided by Deloitte.

Review:

- 1) Ryerson will review the report and determine whether the product or service complies with the PbD Certification Assessment Framework.

Notification:

- 1) After coming to a decision, Ryerson will notify the organization. If approved, Ryerson will counter-sign the Usage Agreement and provide a copy to the organization, plus issuing a physical certificate.
- 2) If Certification is denied, a refund will not be provided.

Term/Renewal

- 1) PbD Certification will last for three years from the initial date of certification.
- 2) Certification is subject to a yearly renewal. In order to maintain Certification, the organization must pay the renewal fee plus HST on the first and second anniversary of Certification, and complete the attestation form.