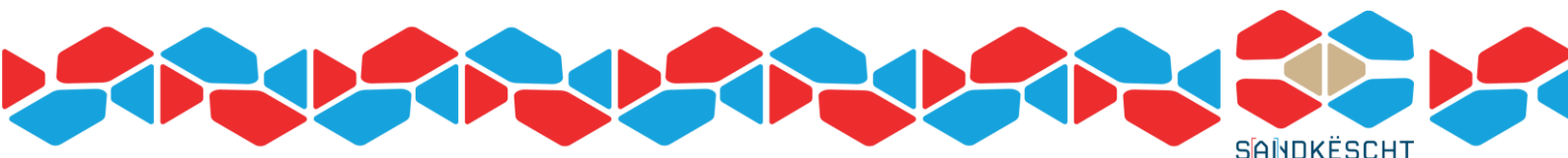




SANDKESCHT

Application form

Form intended for organizations willing to apply to participate in the regulatory sandbox.



Important Notes

Submission of the application

This application form is intended for organizations who want to apply for a participation to the regulatory sandbox supervised by the CNPD.

Once completed, the application form and the required supporting documentation (listed in section 5 below) need to be sent to the CNPD by email to the following address ia@cnpd.lu.

The application for the sandbox participation needs to contain all the information required. Incomplete applications will be subject to delay until all information is received.

Please note that when submitting your application, the CNPD expects to receive a complete and quality file. To this end, we insist on the importance that the candidate be prepared upstream of the transmission of the application file and to be able to promptly respond to potential questions or requests.

Notes on the project

The CNPD will not provide an IT or technical testing architecture. Thus, the project holder assumes full responsibility for their information system and other architectural elements throughout the experimentation process.

Furthermore, the support provided through the sandbox aims to address issues at an early stage of the innovation project. It is important to note that the sandbox's mission is not to assess and correct compliance of products or services already operational and in production.

Notes on consortiums

If multiple organizations apply to join the sandbox in relation to the same project (consortium), section 1 of this form (*Information on the Organization*) must be completed for each participating organization respectively.

Furthermore, section 2 (*Information on Consortiums*) needs to be filled out.



Information on the Organization

General Information

One of the criteria to join the sandbox is that the organization be subject to the National Commission for Data Protection (CNPD) as the competent authority.

Full organization name <i>Please enter the name of the organization, stating legal entity and trading name if different</i>	
RCS number	
Main address	
Website	
Telephone	
Email address	
Working language of the company	<input type="checkbox"/> French <input type="checkbox"/> English

Contact Person(s)

Legal Representative

Full name	
Position	
Address <i>(if different from above)</i>	
Telephone	
Email address	

Business Activity

What is / are the main business activity / activities of your organization?

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Organization Structure

Is your organization part of a Group?

☐ Yes ☐ No

If yes, please enter the following information:

Full name of the Group	
Address	
Organization's relationship with the Group <i>(e.g. parent, holding company etc.)</i>	

Does your organization have any subsidiaries?

☐ Yes ☐ No

If yes, please enter the following information:

Full name(s)	Address(es)

Staff Information

Total number of employees in the organization	
Number of employees directly involved in the sandbox activities	
Is the sandbox team fully dedicated to innovation project activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain what kind of projects employees are also involved in and how much time (proportion) will be dedicated to sandbox activities.	

Information on Consortiums (if applicable)

Please provide for each organization the following information in the context of the project in question.

Organization 1	
Name	
Role(s) in this project	
Responsibilities for this project	

Organization 2	
Name	
Role(s) in this project	
Responsibilities for this project	

Briefly describe the collaborative relationship with all national and international partners directly involved in the project.

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Information on the Project

Project name	
Objective(s) of the project	
Target group	
Categories of personal data processed in this project	
Information on the Data source: direct or indirect collection, organization/s and / or types of data subjects, etc.	
Have assessments been made regarding the legal basis and purpose of the use of personal data as well as the amount of individuals concerned? <i>Note: The absence of an assessment is not disqualifying, but the information is important when we compose the combination of sandbox projects.¹</i>	
Brief description of the expected benefits for the end users and the public in general.	
Where is the project in the development process?	<input type="checkbox"/> Feasibility evaluation <input type="checkbox"/> Earliest stage of planification <input type="checkbox"/> Pilot or test phase <u>Further comments:</u>

Please give details or any relevant additional information to describe the project.

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Contact Person(s) for the Project

Full name	
Position	
Address <i>(if different from above)</i>	
Telephone	
Email address	

¹DPIA: <https://cnpd.public.lu/fr/professionnels/obligations/AIPD.html>

Description of Expectations

Please describe what you expect to gain by participating in the sandbox. What questions on data protection do you want the sandbox to address? Relevant topics can for example include questions on lawfulness, ethics, compliance, practical issues related to accessing personal data, transitioning the processing from development to production, etc.

Please describe the project's level of ambition, such as for example, "basic clarification on the lawfulness of using personal data for one's own business" or "specific clarification of the explanatory model for specific algorithms / machine learning purposes".

What is the desired duration of the sandbox project and why?

What type of challenge should be addressed within the sandbox? Challenges can concern for instance:

- Techniques: reducing algorithm biases, data minimization, pseudonymization, or anonymization.
- Visibility of the initiative and promotion of activities for trustworthy innovation.
- Operational support regarding the continuation of the initiative due to legal uncertainty.

List of Documents

The organization must enclose the mandatory documents listed below.

Specific personal documents such as identity cards, CVs or diplomas are **not required** for this application. The objective of this section focuses on the organizational and functional roles related to the project.



Document	Attached? (y/n)	Comment
Business case		
Participation Charter		

The organization encloses the following supporting documents:

Document	Attached? (y/n)	Comment
Data Protection Impact Assessment (DPIA)		Please specify if the DPIA is the subject of the sandbox
<i>(Other relevant documents)</i>		<i>(Graphs, organigrams, Product Canva or any other complementary documentation that provides relevant information)</i>

Declaration

By submitting this application form, the applicant organization acknowledges and agrees that personal data included in supporting documents (i.e., personal data related to the professional activities of staff members involved in the organization's project) will be processed by the CNPDP as long as they are necessary to manage and assess the application. Personal data contained in supporting documents that are clearly irrelevant to manage and assess an application will be deleted by the CNPDP.

The employer shall ensure that all employees involved in Sandkëscht are duly informed about the personal data that is disclosed to the CNPDP, as well as about the processing activities that may be necessary for the evaluation of this application form.

For more detailed information on how we handle personal data, please refer to our Data Protection Information Notice.

The organization declares that the information contained in this form as well as in the enclosed documents is both complete and accurate.

Signature: _____

Date: _____

Full Name: _____

Position: _____