**ILNAS/PSDC/F001A**

**Notification for supervision of
Digitisation or e-archiving service providers (*PSDCs*)**

Modifications: refer to the national standard ILNAS 106

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<https://portail-qualite.public.lu>

### Information about the form

This questionnaire provides information about any **notification for supervision**. The general supervision process is described in procedure ILNAS/PSDC/Pr001 *– Supervision of Digitisation or e-archiving service providers (PSDCs)*.

**To notify for supervision, please kindly attach form ILNAS/PSDC/F001B *– Obligation for Digitisation or e-archiving service providers (PSDCs)* completed and signed to this application form.** The ILNAS – Digital trust department undertakes to respect the confidentiality of the information provided in the questionnaire and attached documents.

The documents forming part of a supervision file cannot be sent to third parties by the ILNAS – Digital trust department without the prior written agreement of the PSDC, except within the framework of a legal enquiry or a procedure of mutual acknowledgement.

**Please do not fill in the areas that have not changed since the last questionnaire.**

In addition the PSDC is responsible for updating, with the ILNAS – Digital trust department, the information provided in this questionnaire, whenever necessary.

All of the documents relating to the way in which the ILNAS – Digital trust department functions can be found on the following Internet site: [www.portail-qualite.lu](http://www.portail.-qualite.lu)

The duly completed notification form together with the documents indicated in section E must be sent or taken in an envelope marked "confidential" to:

**ILNAS**

**Digital trust department**

**1, avenue du Swing**

**L-4367 Belvaux**

Alternatively, the notification form and the requested documents can be sent electronically, in a secure way, to ILNAS (Digital trust department). Please contact ILNAS (confiance-numerique@ilnas.etat.lu) prior to sending the form and the supporting documents to discuss the transmission modalities.

# Processing of personal data

ILNAS undertakes to respect the confidentiality of the information provided in this form and the supporting documents, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR).

The information submitted via this form will be collected by the Digital Trust Department of ILNAS in its function as supervisory body of digitization or e-archiving service providers, in accordance with the Law of 25th July 2015 on electronic archiving.

The collection and storage of the data provided via this form is necessary for obtaining the PSDC status and for the supervision of digitization or e-archiving service providers. No further processing of the submitted data will be carried out. The information submitted via this form will only be stored during the time the supervision is ongoing and for a period of 10 years after the supervision has ended.

Any person referred to in the form has the right, at any time, to consult and to rectify the data stored about him/her as well as to obtain a copy of the data, to request its deletion, to ask for its processing to be restricted or to object to the processing of the data. Requesting the deletion of the data, asking for its processing to be restricted, or objecting to the processing of the data may lead to the withdrawal of the PSDC status.

For exercising these rights, please contact the Digital Trust Department of ILNAS by using the contact details provided in the form. Complaints may also be lodged with the National Commission for Data Protection (CNPD), having its headquarters at 15, Boulevard du Jazz, L-4370 Belvaux. The data protection officer of ILNAS can be contacted via the following e-mail address:

dpo@ilnas.etat.lu

### A. General information

**A.1. Identification of the company or the institution, as registered in the national trade and business register, under whose control the Digitisation or e-archiving service provider (PSDC) operates**

name :

street and no. :

town :

country :

postcode :

postal address :

name of legal representative:       position:

company type :

legal status :

trade register no. :

VAT register no. :

telephone :

fax :

web site :

e-mail :

**A.2. Principal activities of the company or the institution**

**A.3. Is the company or institution part of a group?**

if so, which:

**A.4. Does the company or the institution have any subsidiaries?**

if so, identify the main ones:

### B. Information about the Digitisation or archiving service provider (PSDC)

B.1. Identification of the notified for supervision organization if different from the company or the institution

name :

street and no. :

town :

country :

postcode :

postal address :

telephone :

fax :

web site :

e-mail :

PSDC activity :

If the notified for supervision organization has more locations from which it performs the PSDC activities for which supervision is sought, please specify these locations and the activities concerned on the next page.

Specification of more locations from which the applicant organization performs PSDC activities. Please also specify per location clearly the actual PSDC activities performed there.

name :

street and no. :

town :

country :

postcode :

postal address :

telephone :

fax :

web site :

e-mail :

PSDC activity :

name :

street and no. :

town :

country :

postcode :

postal address :

telephone :

fax :

web site :

e-mail :

PSDC activity :

Please copy this page as necessary to specify all locations.

**B.2. Personnel**

applicant organization’s permanent staff or full-time equivalents:

applicant organization’s technical staff or full-time equivalents within the scope of certification:

**B.3. Reference language**

what is your reference language:

**B.4. Principal activities of the applicant organization if different from the company or institution**

**B.5. Person in charge of the organization**

full name :

tel :

e-mail :

**B.6. Contact person for the Digital trust department of ILNAS**

full name :

position :

tel :

fax :

e-mail :

**C. This application concerns a supervision demand for a:**

 [ ]  Digitisation service

 [ ]  E-archiving service

Is the PSDC in possession of a conformity assessment certificate according to the national standard ILNAS 106?

 [ ]  Yes [ ]  No

 If yes:

* Join certificate from the accredited conformity assessment body (CAB)
* Join the final conformity assessment report

 If no:

* When will the conformity assessment take place?

By which accreditation body (signer of the European cooperation for accreditation multilateral agreement – EA MLA) is the CAB accredited in order to perform assessments according to  ISO/IEC 17 021-1:2015 & ISO/IEC 27 006:2015 and the Règlement grand-ducal modifié du 25 juillet 2015 portant exécution de l’article 4, paragraphe 1er de la loi du 25 juillet 2015 relative à l’archivage électronique?

* Join accreditation certificate of the conformity assessment body (CAB) against   ISO/IEC 17021-1:2015 & ISO/IEC 27006:2015 and the Règlement grand-ducal modifié du 25 juillet 2015 portant exécution de l’article 4, paragraphe 1er de la loi du 25 juillet 2015 relative à l’archivage électronique

**This application concerns:**

[ ]  an initial supervision

[ ]  a renewal of the supervision

[ ]  a change of the scope of the supervision

**D. Signature**

Name:

Date :

Signature of authorised signatory:

### E. Documents to be attached to the application:

1. Signed form PSDC\_F001B – “Statement for Digitisation or archiving service providers (PSDC)”;
2. 1 copy of the PSDC certificate issued by the conformity assessment body (CAB);
3. 1 copy of the final conformity assessment report, signed with a qualified electronic signature according to the eIDAS regulation if submitted in electronic form;
4. 1 copy of a risk analysis written by the CAB concerning the impartiality and possible conflicts of interest regarding the auditors that performed the conformity assessment audit;
5. 1 copy of the digitisation or e-archiving policy;
6. 1 copy of the Statement of Applicability (cf. international standard ISO/IEC 27001);
7. 1 copy of the certificate from the accreditation body proving the recent accreditation according to   ISO/IEC 17021-1:2015 & ISO/IEC 27006:2015 of the CAB against the Règlement grand-ducal modifié du 25 juillet 2015 portant exécution de l’article 4, paragraphe 1er de la loi du 25 juillet 2015 relative à l’archivage électronique;
8. 1 copy of the quality manual. (In case of an application to extend supervision, except for the purpose of a revision of the document, it is not necessary to send a copy of the quality manual);
9. 1 copy of the procedure to be followed in case of cessation of PSDC activities;
10. 1 copy of the registration of the company in the national trade and business register (RCS);
11. 1 copy of the VAT registration.

Documents relating to (e), (f), (h), and (i) must bear the names of all of their authors.

### F. Other information / Comments: