Complete a Data Processing Addendum (DPA)

If you need to complete a Data Processing Addendum (DPA) for GDPR compliance, you can do so from within the Alchemer application.

- 1. Account Administrators can access the DPA by accessing the Account Summary page via Account > Summary.
- 2. Once there, a link to Execute a DPA will be available via the Common Account Actions section on the right side of the screen.

ccount > Sur	mmary					🜲 Help
,			ect with profes	ssional, consultin	g, training, or	Common Account Actions Edit Contact Information Grant Support Access Add Users Delete Account
Your Account		Projects				Execute a DPA User Access Logs
Account ID:	Term: Renews June 30th	Surveys: Active	New	Closed (last 30 days)	Total	Frequently Asked Questions
Email Address: Verified	Your License: Full Access	9	17	0	26	Training & Support
Years with Alchemer 2	Responses Since June 30, 2024 📀				How do I allow support access to my account? What training programs are available? How do I get technical support?	

To complete the DPA, you (the customer) must:

- 1. Provide contact information.
- 2. Review the proposed DPA.
- 3. Accept the proposed DPA.

Please send questions to compliance@alchemer.com.

