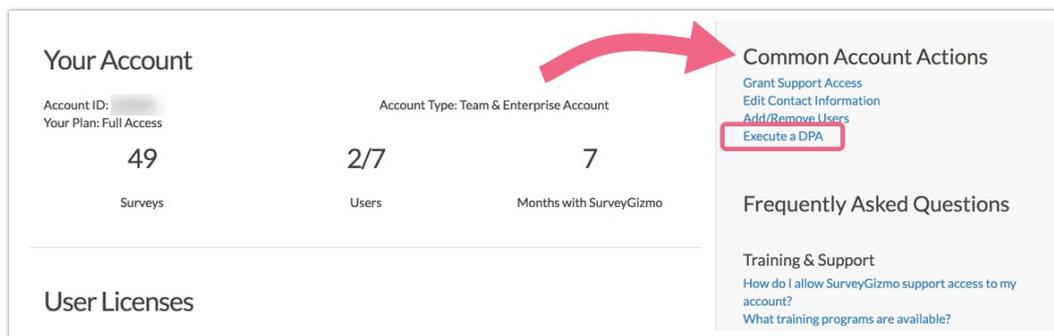


# Complete a Data Processing Addendum (DPA)

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

1. Account Administrators can access the DPA by accessing the Account Summary page via **Account > Summary > Account Overview**.
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.



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@surveygizmo.com](mailto:compliance@surveygizmo.com).

Related Articles