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Upload Data Processing Agreement (DPA)

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For customers with a Skolon Plus license, the organisation administrator can upload Data Processing Agreements (DPAs) for the suppliers listed in Data Visualisation.

Here's how to do it:

- Launch **Skolon Data Visualisation** from My apps.
- Click the **Data Protection icon** in the left-hand menu.
- Click on the row for the supplier you wish to upload the DPA for.
- Under the heading **Data Processing Agreement (DPA)**, click the **Upload agreement icon**.

The screenshot shows the Skolon Data Visualisation interface. The left sidebar has a 'Data visualisation' section with 'Shared data', 'Usage', 'Demo use', 'Purchase statistics', and a 'Data protection' section. The main area shows a grid of supplier icons and names. A specific row for 'UPPER SECONDARY SCHOOL' is highlighted with a teal bar at the top. The 'Data protection' icon is visible in the top right of the main area. A vertical 'Document list' sidebar is on the right.

Choose the file and click **Open**. The file will then upload.

You can download the file again by clicking on its name.

To remove the uploaded agreement, click the **bin icon**.

For suppliers where you've uploaded a DPA, this is indicated by a coloured document icon on the far right of the supplier's row in the supplier list.