

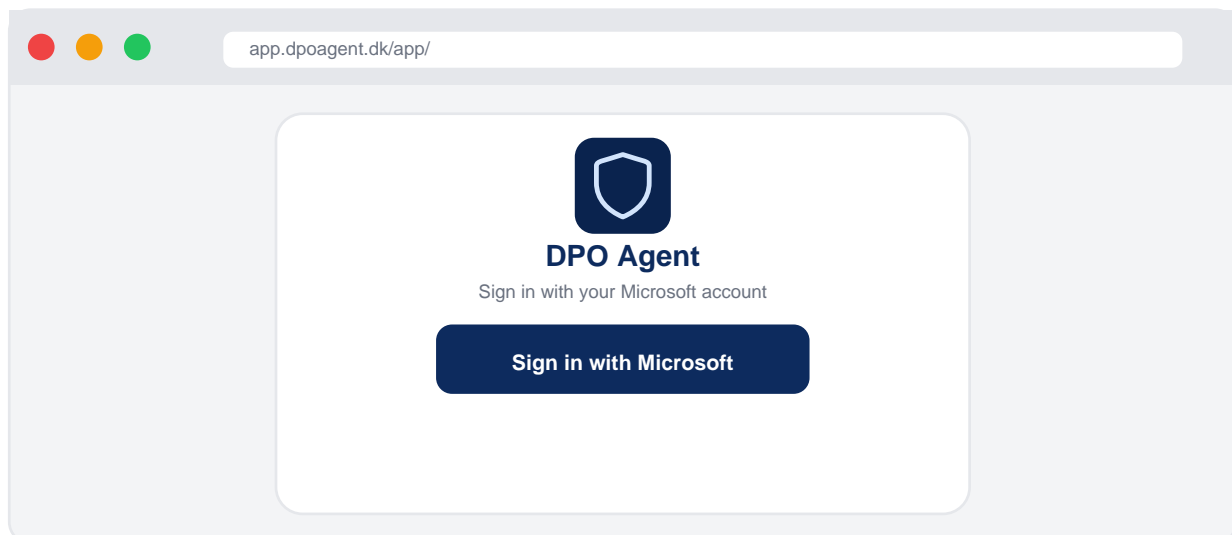


This guide walks you through everything you need to get the most out of DPO Agent — your AI-powered compliance assistant for GDPR, EU AI Act, NIS2, DORA and more.

1. Getting started — Sign in
2. The chat interface
3. Quick-start templates
4. Uploading documents
5. Comparing multiple documents
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1. Getting started — Sign in

DPO Agent uses your existing Microsoft work account for secure, passwordless sign-in. No new account or password is required.



The DPO Agent sign-in screen

Step 1. Go to www.dpoagent.dk/app/ in your browser.

Step 2. Click **Sign in with Microsoft**.

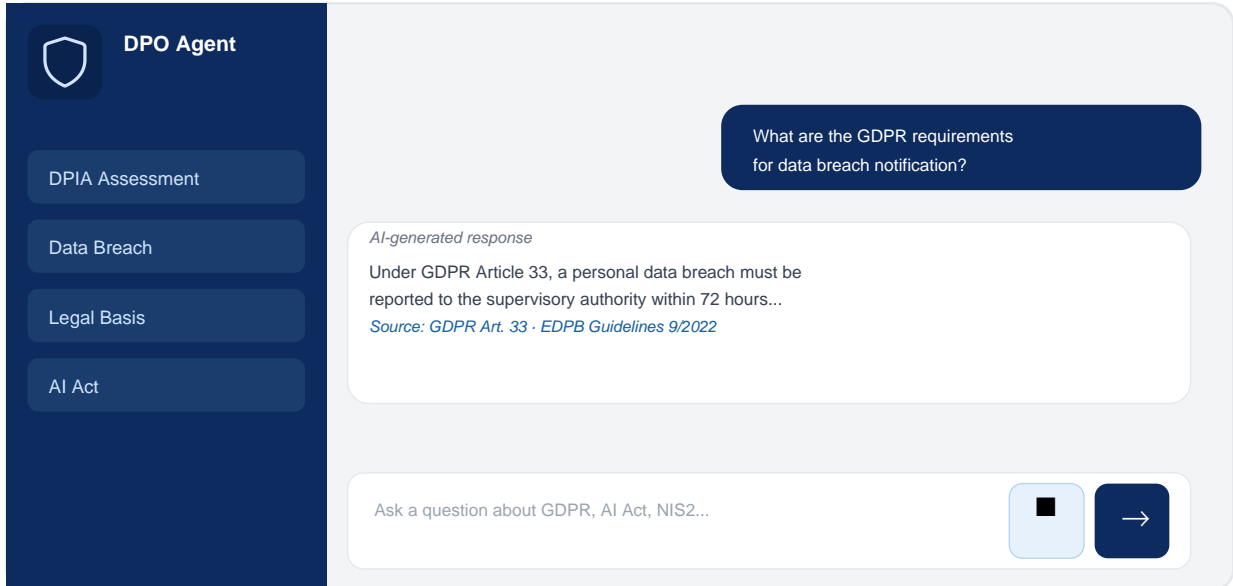
Step 3. Log in with your Microsoft work account — the same one you use for Outlook, Teams or other Microsoft 365 apps.

Step 4. You are redirected back to DPO Agent and ready to go.

Your subscription covers up to 5 users from your organisation. To add colleagues, contact your DPO Agent administrator or reach out to contact@dpoagent.dk.

2. The chat interface

Once signed in, you see the main interface: a sidebar on the left with quick-start templates, and a chat area on the right where you ask questions and receive cited answers.



The DPO Agent main interface

Asking a question

Type your question in the input field at the bottom of the screen. You can ask in Danish, English, German, French or Spanish — DPO Agent always responds in your language.

- Press **Shift+Enter** to send your question.
- Press **Enter** to add a new line within your question.

Understanding the response

Every response from DPO Agent includes:

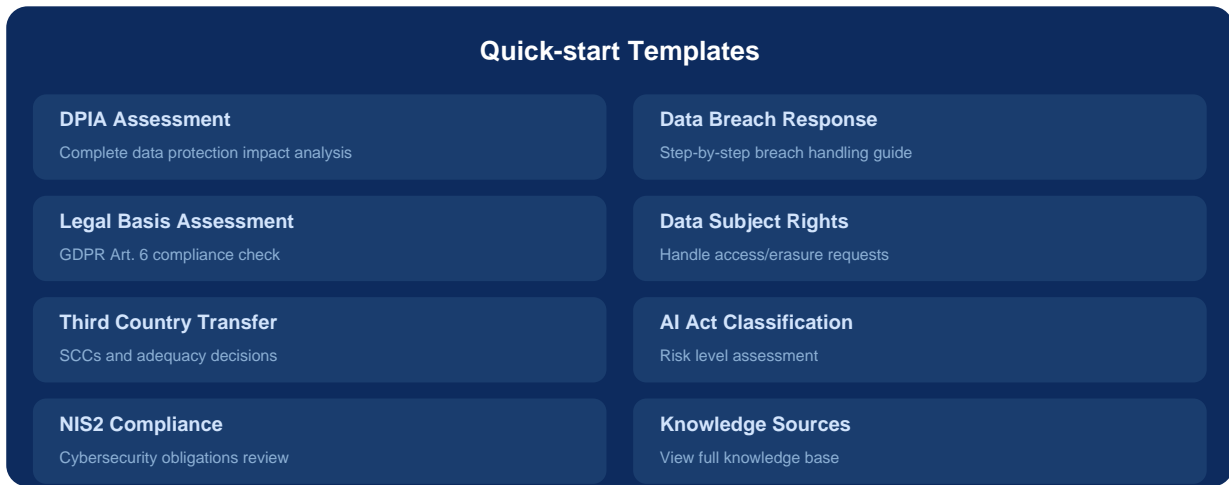
- A clear, structured answer to your question.
- Precise source references — citing the exact GDPR article, EDPB guideline, Datatilsynet decision or other document the answer is based on.
- A disclaimer that the response is guidance based on applicable legislation, not legal advice.

Follow-up questions

You can ask follow-up questions within the same session and DPO Agent will use the full context of your conversation to answer accurately. To start a fresh conversation, click **New conversation** in the toolbar.

3. Quick-start templates

The sidebar contains eight quick-start templates covering the most common compliance tasks. Click any template to send a pre-formulated, detailed prompt — no typing required.

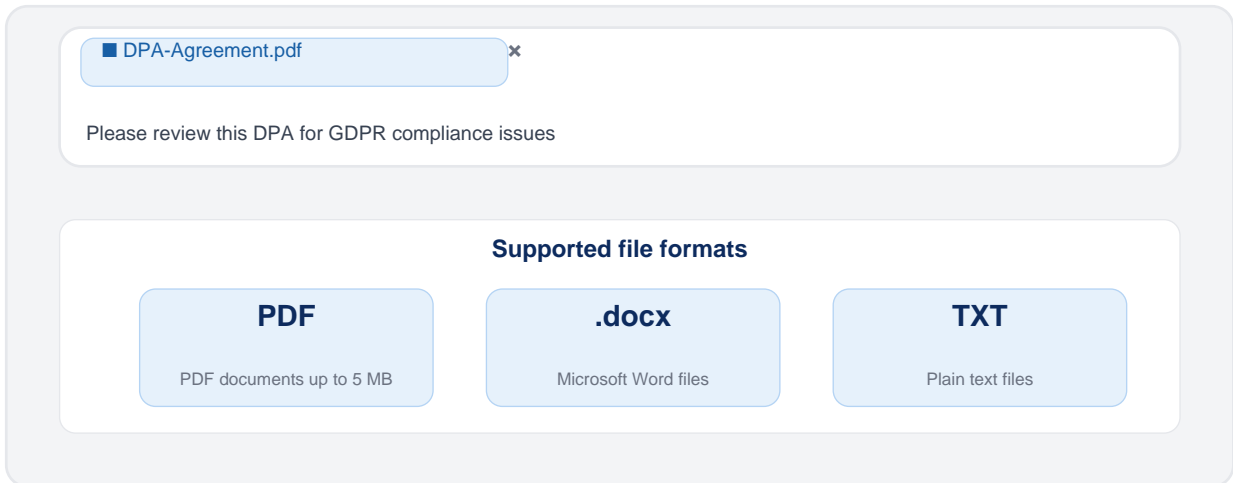


The eight quick-start templates in the sidebar

DPIA Assessment	Guides you through a complete Data Protection Impact Assessment under GDPR Article 35.
Data Breach Response	Step-by-step guidance on handling a personal data breach, including 72-hour notification obligations.
Legal Basis Assessment	Helps you identify the correct legal basis under GDPR Article 6 for a specific processing activity.
Data Subject Rights	Guidance on handling access, erasure, portability and objection requests.
Third Country Transfer	Reviews applicable safeguards (SCCs, BCRs, adequacy decisions) for transfers outside the EU/EEA.
AI Act Classification	Classifies an AI system by risk level and identifies applicable obligations under the EU AI Act.
NIS2 Compliance	Reviews cybersecurity obligations under the NIS2 Directive for your organisation.
Knowledge Sources	Provides a full overview of the knowledge base — all legislation, guidelines and decisions available.

4. Uploading documents

You can upload documents directly in the chat and ask DPO Agent to review, analyse or assess them against applicable legislation. No document is ever sent to a server — text extraction happens entirely in your browser.



Uploading a document for review

How to upload a document

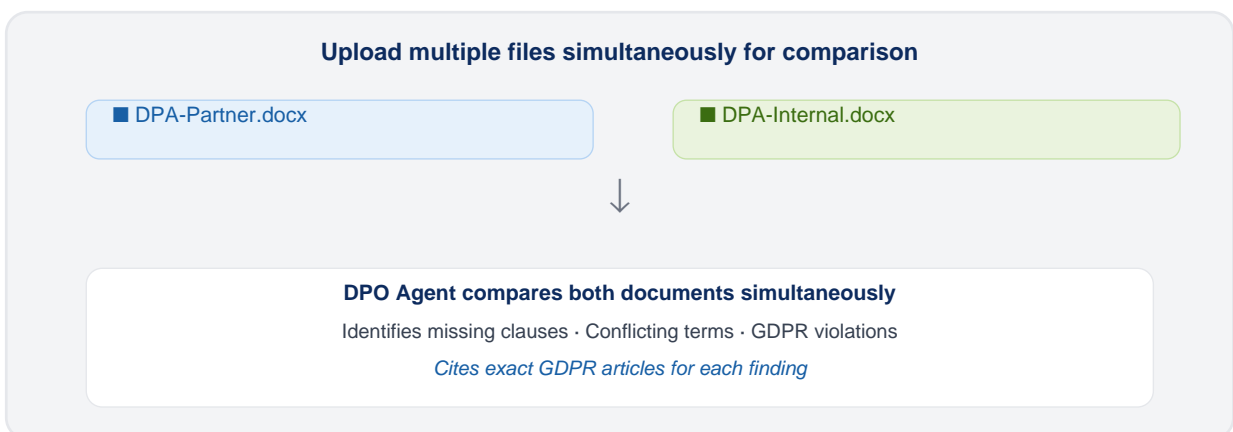
- Step 1.** Click the **paperclip icon** (■) next to the input field.
- Step 2.** Select one or more files from your computer.
- Step 3.** The file name appears as a badge above the input field.
- Step 4.** Type your question and press **Shift+Enter** to send.

Example questions to ask about an uploaded document

- "Please review this data processing agreement and identify any clauses that may violate GDPR Article 28."
- "Does this privacy policy meet the transparency requirements under GDPR Articles 13 and 14?"
- "Assess this DPIA against the EDPB guidelines and identify any gaps."

5. Comparing multiple documents

Upload two or more documents at the same time to have DPO Agent compare them — for example, a partner's DPA against your own standard agreement.



Uploading two DPAs for simultaneous comparison

Step 1. Click the paperclip icon and select multiple files at once (hold Ctrl/Cmd to select several).

Step 2. Both file badges appear above the input field. You can remove individual files with x.

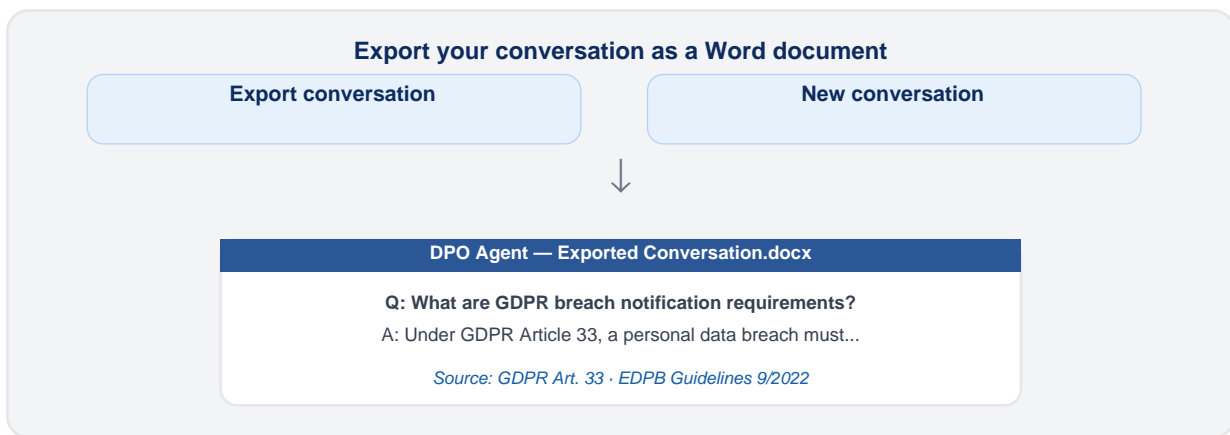
Step 3. Ask a comparison question, for example:

"Compare these two DPAs — identify missing GDPR requirements and any conflicting clauses."

DPO Agent receives both documents with clear labels (Document 1, Document 2) and performs a structured comparison with article-level citations.

6. Exporting conversations

You can export your full conversation — including all questions, answers and source citations — as a Word document (.docx) for your records or to share with colleagues.



Export your conversation as a Word document

Step 1. Click **Export conversation** in the toolbar at the top of the chat area.

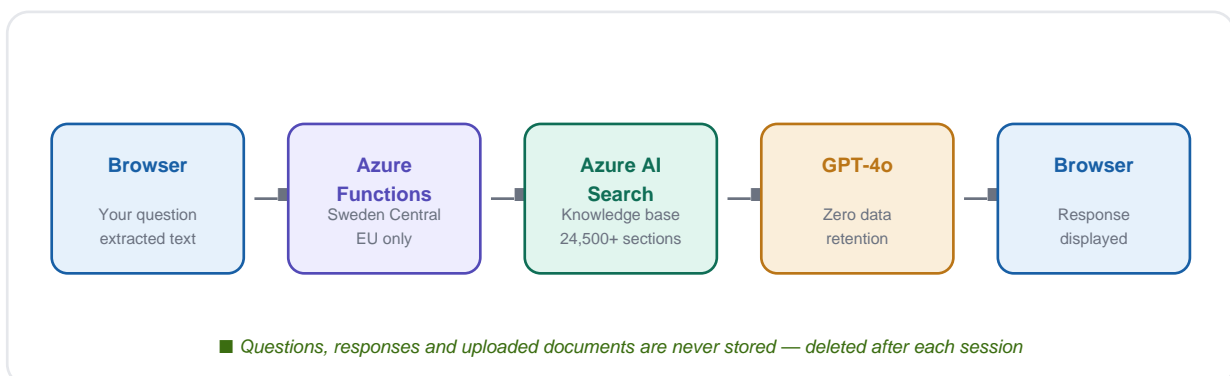
Step 2. A Word document downloads automatically to your computer.

Step 3. The document contains the full conversation with all source references preserved.

The exported document is suitable for filing as internal documentation, sharing with your legal team or attaching to a DPIA or incident report.

7. Zero data retention — your privacy

DPO Agent is built on a strict zero data retention principle. Your questions, responses and any uploaded documents are never stored — not by DPO Agent, not by Microsoft, not by anyone.



All processing happens in the EU (Sweden Central) — nothing is ever stored

Key privacy facts

- All infrastructure runs in the **EU (Sweden Central)** — your data never leaves the EU.
- Azure OpenAI is configured with **zero data retention** — Microsoft does not log or store your prompts.
- Uploaded documents are **extracted entirely in your browser** — the file itself is never sent to any server.
- Conversation history exists only **in your browser's memory** and is deleted when you close the tab or start a new conversation.
- Authentication uses **Microsoft Entra ID SSO** — DPO Agent never sees or stores your password.

Full technical documentation, including a data flow diagram and DPIA, is available at www.dpoagent.dk/trust/

8. Tips for best results

DPO Agent performs best when questions are specific and include relevant context. Here are some tips to get the most accurate and useful answers.

- 1 Be specific about your situation**
Instead of "What are the GDPR requirements?", try "We are a Danish e-commerce company processing customer purchase data in the EU. What legal basis applies under GDPR Article 6?"
- 2 Include the relevant jurisdiction**
Mention whether you need guidance under Danish law (Databeskyttelsesloven), EU law, or both. DPO Agent covers both and will apply the correct framework.
- 3 Upload the actual document**
Rather than describing a contract, upload the document itself. DPO Agent analyses the exact wording and identifies specific clause-level issues.
- 4 Use follow-up questions**
Start with a broad question, then drill down. For example: "Summarise the key GDPR obligations for data processors" → "Which of these apply to a SaaS company processing health data?"
- 5 Use templates as a starting point**
The sidebar templates are pre-formulated for the most common tasks. Click a template and then refine the question with your specific details.
- 6 Ask for a structured output**
Request a specific format: "Please give me a numbered list of issues" or "Summarise this in a table with columns for clause, issue and recommendation."

Need help?

Contact us at contact@dpoagent.dk or visit www.dpoagent.dk/faq/ for answers to common questions.