

Market Assessment Pilot

Please carefully read these instructions before completing the Entry Questionnaire and Market Assessment Survey

Thanks again for your participation in the Market Pilot. Your participation is critical for the correct development of the platform.

The testing consists in completing the Entry Questionnaire (EQ), which collects contextual information about your company, and Market Assessment Survey (MAS), which evaluates your experience with the SMOOTH platform.

The EQ consists of ten blocks of questions that tackle different aspects of your company's GDPR compliance, and at different points also requests to upload a series of files that, although not mandatory, will greatly improve the relevance and utility of the analysis. It is important that if you want such an in-depth analysis, you have at hand:

- 📁 Databases of personal data from customers, employees, and suppliers (xlsx, csv, ...)
- 📄 Privacy policy, cookie policy and/or Informed consent forms (word or pdf native = not scanned)
- 📁 Android Package File (apk) in case you want to analyze a mobile application
- 🌐 Your website (URL)

Once completed, the EQ automatically generates a Compliance Report (CR) that provides a series of recommendations to improve your company's compliance with the GDPR.

What we ask of you is, after reading the CR, to provide feedback through the MAS, the link to which is provided upon finishing the EQ.

Instructions.

1. [Sign up into the platform](#), after this you will be asked to read and accept the Participation Agreement, note that you must click on the link to be able to read the agreement and only scrolling down, the Accept button will appear.



2. Complete the ten blocks of questions of the EQ.
3. Once you click finish on the 10th and final block, you will be prompted to the screen shown below and the system will begin compiling your CR, note

that this process can take from a few minutes up to several hours. The CR, once ready, will be automatically sent to the email chosen when login in.

4. Once you read the CR, you can begin the Feedback Questionnaire following the [link highlighted below](#).

Beta test instructions and scenario

Please read carefully [these instructions](#) before completing the Questionnaires.

Feedback questionnaire

When you are done with the testing, please fill in [the feedback questionnaire](#).

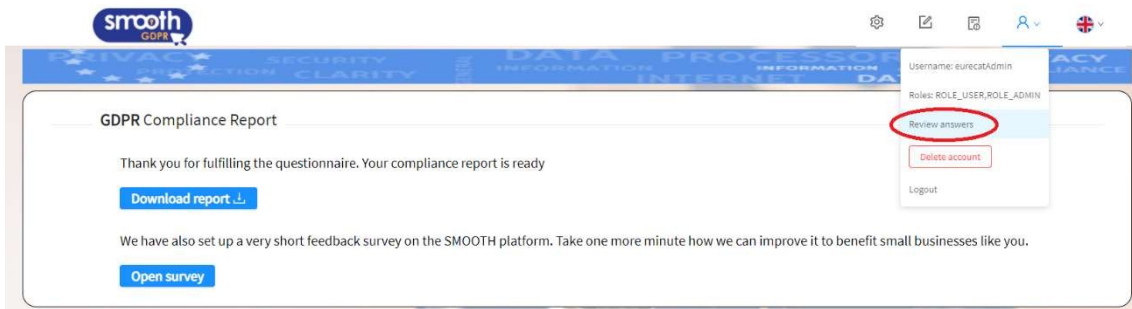
Please note that filling in the questionnaire will be your ticket for incentives.

5. You can save the results of the MAS and access them later by using the “Resume Later” and “Load Unfinished Survey” options on top of the page

The screenshot shows the LimeSurvey interface for a survey. At the top right, there are two buttons: "Resume later" (circled in red) and "Exit and clear survey". The main content area is titled "Demographic info" and contains a form with the instruction "Please provide the following information". Below this, there is a question about digital literacy: "On a scale from 1 to 5, indicate your perceived degree of digital literacy, that is, your ability to find, evaluate, utilize, share, and create content using information technologies and the Internet". The scale options are radio buttons labeled 1, 2, 3, 4, and 5.

The screenshot shows the LimeSurvey interface for the "SMOOTH - Market Assessment Survey". At the top right, there is a "Load unfinished survey" button (circled in red) and a "Next" button. Below the title, there is a language selector set to "english" and a "Change the language" button. The main content area contains a welcome message: "Hello! Many thanks for participating in the evaluation of the SMOOTH platform. Please, after completing the demographics section, go to the Entry Questionnaire while keeping this survey open in a tab next to it. After completing each block of the Entry Questionnaire there will be a corresponding block in the survey. After completing the whole survey, there are a few more general questions. Complete this survey only if the GDPR is applicable to your business. That is, if your company operates within the EU, or outside the EU but offering tools or services to individuals in the EU, or monitor the (online) behaviour of individuals in the EU, as required in question 1 of the Entry Questionnaire. Your collaboration is much appreciated and will help us make the SMOOTH platform as user friendly as possible. A note on privacy: This survey is anonymous. The record of your survey responses does not contain any identifying information about you, unless a specific survey question explicitly asked for it. If you used any identifying info to access this survey, please rest assured that it will not be stored together with your responses. It is managed in a separate database and will only be updated to indicate whether you did (or did not) complete this survey. There is no way of matching identifying info with survey responses."

6. You will always be able to go back to the EQ to check your responses by clicking the link highlighted below.



If at any point during this process you experience any problem or have any doubts do not hesitate to contact us at info@smoothplatform.eu.

A million thanks for your participation!

The SMOOTH team.