

# HOWDY

Compliance & IT

# IT & COMPLIANCE

Whitelisting

Whitelisting - User surveys

Employee data integration

Compliance documents for download

# WHITELISTING

**A WHITELIST IS A LIST OR A REGISTER OF UNITS AND SERVICES THAT ARE ACCEPTED, APPROVED AND/OR RECOGNISED.**

## SENDING EMAILS

[From which IP-adress do you send out communication?](#)

We do not use one single IP-adress to send out our emails and for this reason, we cannot give an adress which can be whitelisted. We use DKIM ([https://en.wikipedia.org/wiki/DomainKeys\\_Identified\\_Mail](https://en.wikipedia.org/wiki/DomainKeys_Identified_Mail)) and SPF ([https://en.wikipedia.org/wiki/Sender\\_Policy\\_Framework](https://en.wikipedia.org/wiki/Sender_Policy_Framework)). With DKIM, we always use this selector: mandrill.\_domainkey.worklifebarometer.com

You can use these to verify that the emails are coming from our server and that they are not spam.

[Which email address do your emails come from?](#)

Our emails have a "Bounce address" (Return-Path) which ends in "@track.worklifebarometer.com".

For example: "bouncemd\_30317139.56c1c70e.v132b4bff3ae5a409fac80d744adeec8b9@track.worklifebarometer.com".

Our emails have a "from adress," which is "Worklife Barometer <noreply@worklifebarometer.com>"

Our emails have a "reply-to-adress" which is "noreply@worklifebarometer.com"

[SpamScore](#)

SpamAssassin gives our emails an average score of 3.1. Emails with a score under 5 are generally not considered as spam. Other spam filters can treat our emails differently. Speak to your IT department or supplier and send them all of the above information.

## Importance of whitelisting

To ensure that you receive our emails regarding setting up your account, reminders and other relevant communication, it is important that our emails are whitelisted.

This is typically the responsibility of your IT department or your internet / service provider.

Be aware that the demands can vary from provider to provider and we therefore recommend that this page is directed at the relevant person.

The page in danish can be downloaded here:

[Info om Whitelisting](#)



# WHITELISTING

## Whitelisting SurveyGizmo IP-addresses and domains

We use SurveyGizmo to work out our implementation plans and our ongoing user surveys. If you encounter any trouble, it could be because you have to whitelist the SurveyGizmo domain or the IP-address in order to help solve the problem.

To get access to this domain and to the IP-address, al you need to do is fill out the following form.

[Go to form](#)





# EMPLOYEE DATA

## Integrating your employee data with Howdy

The Howdy platform needs accurate employee information in order to monitor the wellbeing of all employees in your Organization.

Keeping your employee information up-to-date can be done in three ways:

- Manually through our Administration Portal
- Automatically through our API
- Automatically via Office365 (if you are an Office365/Azure AD customer)

Our API is documented at <https://github.com/WorklifeBarometer/API>

### What do we need?

Howdy needs a minimum of data in order to function.

The required fields are:

Field	Description
EmployeeID*	Your internal primary key. Unique. String. Max length: 50
Firstname*	Firstname of the employee. String. Max length: 150. Must match Regex: <code>^[p{L} \-\\'\.0-9]+\$</code>
Lastname*	Lastname of the employee. String. Max length: 150. Must match Regex: <code>^[p{L} \-\\'\.0-9]+\$</code>
Email*	E-mail address. Unique.
EmploymentStatus*	Employment Status. Integer. 0 = Active, 1 = "on leave" e.g. maternity leave etc.

Depending on your organizations usage of Howdy, you might need to provide more information.

If you have reporting that runs per department, then you need to include the name of the department.

If you have reporting that runs per location, then you need to include the location. And so on and so on. Your Howdy administrator knows which data they have set up.

### Where is the data?

If you are using Office365 then we can get the data automatically without any system integration from your side.

Your employee data can be stored in many places inside your Organization. Usually you will find it in

- Active Directory/Exchange
- Payroll systems
- HR systems

On our API documentation page you'll find an example of how to get started with Active Directory-synchronization.

### How do we send the data?

You send the data by calling our API. You simply send us the whole list of employees then Howdy will figure out who to invite, update and remove from the system. It's as easy as that.

# COMPLIANCE DOCUMENTS TO DOWNLOAD

Howdy's politics on  
personal data

Data treatment  
Approval

Howdy letter of  
agreement

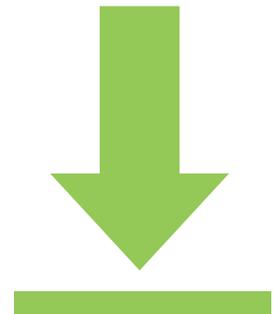
Security

Handbook of information  
security

Information security  
policy

Protection &  
Privacy

Data processors and sub  
data processors



E-book  
Version 1.2  
Dato 16. march 2018



Worklife Barometer  
Njalsgade 76, 3.  
2300 København S

[Info@worklifebarometer.com](mailto:Info@worklifebarometer.com)  
[Worklifebarometer.com](http://Worklifebarometer.com)