

**To:** [Employee Name]

**From:** [Bank Name / HR Department]

**Date:** [Insert Date]

**Subject:** General Data Protection Regulation (GDPR) Acknowledgment

Dear [Employee Name],

In accordance with the General Data Protection Regulation (GDPR) and the bank's data privacy policies, this letter confirms your responsibilities regarding the protection of personal data.

By signing this document, you acknowledge the following:

- I have received and read the Bank's Data Protection Policy.
- I understand that I am responsible for maintaining the confidentiality of all personal data belonging to customers, employees, and third parties.
- I agree to process personal data only for legitimate business purposes and in accordance with the bank's security protocols.
- I understand that any unauthorized access, disclosure, or misuse of personal data may result in disciplinary action, up to and including termination of employment.
- I am aware of my duty to report any suspected data breaches to the Data Protection Officer (DPO) immediately.

I confirm that I have completed the required GDPR compliance training and understand my legal obligations under the current data protection laws.

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Employee Signature

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Date

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Employee ID / Department