

[Date]

[Recipient Name]

[Recipient Job Title]

[Client Company Name]

[Client Address]

Subject: Acknowledgment of GDPR Compliance and Data Processing Roles

Dear [Recipient Name],

This letter serves as formal acknowledgment by [Payment Gateway Company Name] regarding our obligations and responsibilities under the General Data Protection Regulation (GDPR) in relation to the payment processing services provided to [Client Company Name].

1. Roles and Responsibilities

In the course of providing payment gateway services, [Payment Gateway Company Name] acts as a **Data Processor** (or in specific settlement contexts, an independent Data Controller) regarding the personal data of your customers. [Client Company Name] remains the **Data Controller**.

2. Compliance Commitment

We confirm that we have implemented appropriate technical and organizational measures to ensure that our processing activities meet the requirements of the GDPR and ensure the protection of the rights of data subjects. This includes, but is not limited to, encryption of payment data and maintaining PCI DSS compliance.

3. Data Processing Agreement (DPA)

We acknowledge that the processing of personal data is governed by the Data Processing Agreement incorporated into our Service Agreement. This covers the duration, nature, and purpose of the processing, as well as the types of personal data and categories of data subjects involved.

4. Security and Breach Notification

We maintain strict internal protocols for data security. In the event of a personal data breach that impacts your customers' data, we undertake to notify you without undue delay after becoming aware of such a breach, in accordance with Article 33 of the GDPR.

5. Data Subject Rights

We provide the necessary tools and support to assist you in responding to requests from data subjects exercising their rights (such as the right to access, rectification, or erasure), as required by the regulation.

Should you require any further documentation regarding our data protection impact assessments or our security certifications, please contact our Data Protection Officer at [DPO Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title]

[Payment Gateway Company Name]