

[Date]

[Vendor Name]  
[Vendor Address]  
[City, Postcode]  
[Country]

## **RE: Acknowledgment of GDPR Compliance and Data Processing Obligations**

Dear [Contact Person Name or Compliance Officer],

This letter serves as a formal acknowledgment of the responsibilities of [Vendor Name] (the "Processor") regarding the processing of personal data on behalf of [Your Company Name] (the "Controller") in accordance with the General Data Protection Regulation (GDPR).

By signing this document, [Vendor Name] confirms and warrants the following:

- **Compliance:** We maintain full compliance with GDPR and all relevant data protection laws applicable to financial services.
- **Data Security:** We have implemented appropriate technical and organizational measures to ensure a level of security appropriate to the risk, protecting against unauthorized or unlawful processing and accidental loss, destruction, or damage.
- **Confidentiality:** We ensure that persons authorized to process the personal data have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality.
- **Sub-processors:** We shall not engage another processor without prior specific or general written authorization from [Your Company Name].
- **Data Subject Rights:** We will assist the Controller by appropriate technical and organizational measures for the fulfilment of the Controller's obligation to respond to requests for exercising data subject's rights.
- **Breach Notification:** We will notify [Your Company Name] without undue delay after becoming aware of a personal data breach.
- **Data Deletion/Return:** At the choice of the Controller, we will delete or return all personal data after the end of the provision of services.

This acknowledgment forms part of the underlying Service Agreement dated [Date of Original Contract] between [Your Company Name] and [Vendor Name].

Please return a signed copy of this letter to [Email Address/Physical Address] by [Deadline Date].

Acknowledged and agreed by:

Signature: \_\_\_\_\_  
Name: [Printed Name]

Title: [Job Title]

Date: [Date]

For and on behalf of [Vendor Name].