

[Company Header/Logo]

[Date]

[Client Name]

[Client Address]

[City, Postcode]

## **Subject: Acknowledgment of Personal Data Processing and GDPR Compliance**

Dear [Client Name],

At [Wealth Management Firm Name], we are committed to protecting your privacy and ensuring the security of your personal and financial information. In accordance with the General Data Protection Regulation (GDPR), we are writing to formally acknowledge the basis upon which we process your personal data.

### **1. Purpose of Processing**

We collect and process your personal data to provide comprehensive wealth management services, including investment advice, portfolio management, financial planning, and to meet our regulatory "Know Your Customer" (KYC) and Anti-Money Laundering (AML) obligations.

### **2. Types of Data Collected**

The data we process includes, but is not limited to, your contact details, financial history, tax identification numbers, investment objectives, and risk tolerance profiles.

### **3. Legal Basis**

We process your data under the following legal frameworks:

- **Contractual Necessity:** To perform the services outlined in our Client Agreement.
- **Legal Obligation:** To comply with financial regulations and reporting requirements.
- **Legitimate Interests:** To improve our services and protect against fraud.

### **4. Your Rights**

Under GDPR, you have the right to access your data, request rectification or erasure, restrict processing, and the right to data portability. You may also withdraw any specific consent previously granted at any time.

### **5. Data Retention**

Your personal data will be retained for as long as you are a client, and thereafter for the minimum period required by financial record-keeping laws.

Our full Privacy Notice, which provides detailed information on how we handle your data, is available at [Website URL] or upon request.

Please sign and return the attached acknowledgment form to confirm you have received and understood this notification.

Sincerely,

[Signature]

[Name of Relationship Manager/DPO]

[Wealth Management Firm Name]

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### **Client Acknowledgment**

I, [Client Name], hereby acknowledge that I have received the GDPR Processing Acknowledgment Letter and understand how my personal data is managed by [Wealth Management Firm Name].

Signature: \_\_\_\_\_ Date: \_\_\_\_\_