

Date: [Insert Date]

To:

[Name of Regulatory Authority]

[Department/Office]

[Address]

[City, Country, Postcode]

From:

[Your Organization Name]

[Registration Number/ID]

[Address]

[Contact Email/Phone]

Subject: Notification of Cross-Border Personal Data Transfer

Dear Sir/Madam,

Pursuant to [Insert Relevant Law/Regulation, e.g., GDPR Article 46 or local Data Protection Act], we are formally notifying you of our intent to transfer personal data from [Source Country] to [Destination Country].

1. Description of Data Transfer:

The transfer involves the following categories of data subjects and types of personal data: [e.g., Customer contact details, employee payroll data, etc.].

2. Purpose of Transfer:

The data is being transferred for the purpose of [e.g., Centralized cloud storage, international payment processing, or technical support].

3. Data Recipient:

The data will be received by [Recipient Organization Name], located at [Address, Destination Country].

4. Safeguards and Legal Basis:

To ensure the protection of the data, we have implemented the following safeguards:

- [e.g., Standard Contractual Clauses (SCCs)]

- [e.g., Binding Corporate Rules (BCRs)]

- [e.g., Data Processing Agreement]

5. Data Security Measures:

Technical and organizational measures, including [e.g., end-to-end encryption and access controls], are in place to prevent unauthorized access during and after the transfer.

We confirm that all transfers will be conducted in compliance with applicable data protection laws. We remain available to provide further documentation or assessment reports upon request.

Yours faithfully,

[Signature]

[Name of Authorized Representative]

[Job Title/Data Protection Officer]

[Organization Name]