

DATE: [Insert Date]

TO: [Insert Employee Name/Department]

FROM: [Insert Compliance Officer Name/Title]

SUBJECT: CONFIDENTIAL: Suspicious Activity Report (SAR) Confidentiality Protocol

This memorandum serves as a formal notification regarding the strict confidentiality requirements governing Suspicious Activity Reports (SARs) under federal law and internal compliance policy.

1. PROHIBITION ON DISCLOSURE

The Bank Secrecy Act (BSA) and its implementing regulations strictly prohibit the disclosure of a SAR, or any information that would reveal the existence of a SAR, to any person involved in the transaction or any unauthorized third party.

2. INTERNAL HANDLING PROCEDURES

Access to SAR-related information is restricted to authorized personnel with a specific "need to know." All documentation, drafts, and electronic records related to a SAR must be stored in [Insert System Name/Secure Location] and must not be saved on local drives or shared via unencrypted communication channels.

3. RESPONDING TO INQUIRIES

If you receive a subpoena, request for information, or any inquiry from a third party (including law enforcement or civil litigants) regarding a SAR or the decision to file one, you must immediately notify the [Insert Compliance/Legal Department] without responding to the request.

4. PENALTIES FOR UNAUTHORIZED DISCLOSURE

Unauthorized disclosure of a SAR is a violation of federal law. Penalties may include substantial personal fines, imprisonment, and immediate termination of employment.

5. ACKNOWLEDGMENT

By signing below, you acknowledge that you have read, understand, and agree to comply with the SAR confidentiality protocols outlined in this letter and the corporate Compliance Manual.

Employee Signature

Date