

Date: [Insert Date]

To:

[Name of Regulatory Authority/Department]

[Address line 1]

[Address line 2]

Subject: Submission of Compliance Documentation for Cross-Border Data Transfer (Outsourcing)

Dear [Name of Contact Person or Department],

This letter serves as a formal submission regarding the cross-border transfer of personal data in relation to our outsourcing arrangements. [Company Name] is committed to maintaining the security and integrity of data in compliance with [Insert Name of Relevant Regulation, e.g., GDPR, PIPL, or Local Data Law].

We are submitting the following documentation for your review:

- **Data Transfer Impact Assessment (DTIA):** An evaluation of the risks associated with the transfer and the legal environment of the recipient country.
- **Executed Standard Contractual Clauses (SCCs):** The signed agreement between [Company Name] (Data Exporter) and [Service Provider Name] (Data Importer).
- **Security Measures Overview:** A summary of the technical and organizational safeguards implemented by the service provider.
- **Outsourcing Agreement:** Relevant sections of the service level agreement pertaining to data protection.

Summary of Transfer:

Purpose of Outsourcing: [e.g., IT Support, Cloud Hosting, Payroll Processing]

Type of Data: [e.g., Customer contact details, employee financial records]

Recipient Country: [Insert Country Name]

We confirm that we have conducted due diligence on the third-party provider and have ensured that the level of protection provided to data subjects is not undermined by this transfer.

Should you require further information or additional clarification regarding these documents, please contact our Data Protection Officer at [Insert Email Address] or [Insert Phone Number].

Yours faithfully,

[Signature]

[Full Name]
[Job Title]
[Company Name]