

[Your Company Name]
[Your Address]
[City, Postcode]
[Date]

[Recipient Name/Data Protection Officer]
[Recipient Company Name]
[Recipient Address]
[City, Postcode]

Subject: Confirmation of Data Protection and GDPR Compliance

Dear [Recipient Name],

This letter is to formally confirm that [Your Company Name] is committed to maintaining compliance with the General Data Protection Regulation (GDPR) and all applicable data protection laws.

We have implemented the following measures to ensure the security and lawful processing of personal data:

- **Data Inventory:** We maintain a record of processing activities as required under Article 30.
- **Privacy Policy:** Our privacy notices have been updated to be transparent regarding data collection, usage, and retention.
- **Security Measures:** We utilize technical and organizational measures, including encryption and access controls, to protect data against unauthorized access.
- **Data Subject Rights:** We have established procedures to respond to requests for data access, rectification, erasure, and portability.
- **Staff Training:** Our employees undergo regular training on data privacy and security protocols.

Furthermore, we confirm that any third-party processors we engage are vetted for GDPR compliance and are bound by Data Processing Agreements (DPAs) that meet the requirements of Article 28.

Should you require further documentation or have specific questions regarding our data handling practices, please contact our Data Protection Officer at [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]