

Date: [Insert Date]

To: [Employee/Contractor/Staff Name]

Position: [Insert Job Title]

Company: [Insert Property Management/Company Name]

Subject: Confidentiality and Tenant Privacy Acknowledgment

Dear [Name],

In the course of your duties with [Company Name], you will have access to confidential information regarding our tenants. This information includes, but is not limited to, personal identification details, financial records, lease agreements, contact information, and private communications.

By signing this letter, you acknowledge and agree to the following:

- **Confidentiality:** You will maintain the strict confidentiality of all tenant information and will not disclose, share, or discuss such data with any unauthorized third parties.
- **Authorized Use:** You will access tenant records only when necessary to perform your specific job functions.
- **Data Protection:** You will follow all company protocols for securing physical and digital files containing sensitive information.
- **Reporting:** You will immediately notify management of any potential or actual breach of privacy or unauthorized access to tenant data.
- **Ongoing Obligation:** Your duty to maintain the privacy of tenant information continues even after your employment or contract with [Company Name] ends.

Failure to comply with these privacy standards may result in disciplinary action, up to and including termination of employment or legal action.

Please sign and return this letter to acknowledge that you have read, understood, and agree to abide by these privacy requirements.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment and Agreement:

I, [Employee/Contractor Name], hereby acknowledge that I have read this Confidentiality and Tenant Privacy Acknowledgment Letter and agree to comply with the terms stated above.

Signature: _____ Date: _____