

Freelance Client GDPR Responsibilities Statement

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: GDPR Responsibilities Statement

Dear [Client's Name],

As a freelance service provider, I am committed to ensuring compliance with the General Data Protection Regulation (GDPR). Below, I outline our respective responsibilities regarding data protection and privacy.

Your Responsibilities as the Client

- Ensure that you have the legal right to share personal data with me as a service provider.
- Inform data subjects about the use of their personal data and obtain their consent if necessary.
- Provide clear instructions regarding the handling of personal data, including retention periods.
- Notify me promptly of any data breaches that might affect my responsibilities.

My Responsibilities as the Service Provider

- Process personal data only according to your instructions.
- Implement appropriate technical and organizational measures to protect personal data.
- Assist you in ensuring compliance with your obligations under the GDPR.
- Notify you of any data breaches without undue delay.

By acknowledging this statement, we affirm our commitment to GDPR compliance and safeguarding personal data.

Thank you for your attention to these responsibilities.

Sincerely,

[Your Name]

[Your Contact Information]