

GDPR Impact Assessment Letter

Date: [Insert Date]

To: [Freelancer's Name]

From: [Your Name/Your Organization's Name]

Subject: GDPR Impact Assessment for Freelance Project

Dear [Freelancer's Name],

As part of our commitment to data protection and compliance with the General Data Protection Regulation (GDPR), we are conducting an impact assessment for the freelance project titled "[Project Name]." This assessment is essential to identify any potential risks related to personal data processing throughout the project.

Please provide the following information as part of the assessment:

- Overview of the project scope and objectives.
- Description of any personal data you will process, including categories and purposes.
- Information on data storage, retention periods, and security measures in place.
- Details on any third parties that may have access to personal data.
- A description of data subject rights and how they will be upheld during the project.

We appreciate your cooperation in completing this assessment before the project commencement date of [insert date]. Please return your responses by [insert response deadline].

If you have any questions regarding this impact assessment or the GDPR, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Contact Information]