

# Data Privacy Compliance Notice

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Data Privacy Compliance Notice

Dear [Client's Name],

I hope this message finds you well. As a freelance professional, I value your privacy and the integrity of any personal data shared with me during the course of our engagement. This notice serves to inform you of my compliance with applicable data privacy laws and regulations.

- 1. Data Collection:** I collect personal data that is necessary for the performance of the services agreed upon. This may include [list types of personal data].
- 2. Data Usage:** Your personal data will be used solely for the purpose of [detail the purpose, e.g., providing services, communication].
- 3. Data Sharing:** I do not share your personal data with third parties without your explicit consent, except as required by law.
- 4. Data Security:** I implement appropriate technical and organizational measures to ensure the security of your personal data.

If you have any questions or concerns regarding this notice or my data privacy practices, please feel free to reach out at [Your Email Address] or [Your Phone Number].

Thank you for your trust and collaboration.

Best regards,

[Your Name]

[Your Business Name]

[Your Contact Information]