

Vendor Data Handling Practices Evaluation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are conducting an evaluation of the data handling practices of our vendors to ensure compliance with our standards and regulations. As part of this process, we request your cooperation in providing the following information:

1. Overview of data handling policies and procedures.
2. Type of data collected and processed.
3. Data storage methods and security measures.
4. Data sharing and third-party involvement.
5. Incident response protocols in case of data breaches.
6. Employee training and awareness programs related to data protection.

We appreciate your prompt attention to this matter and request that you provide the necessary documentation by [Insert Deadline]. Your cooperation is essential in maintaining the integrity and security of our collective data handling practices.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]