

# Vendor Data Usage Policy Agreement

Date: [Insert Date]

Vendor Name: [Vendor Name]

Address: [Vendor Address]

**Dear [Vendor Contact Name],**

We are pleased to engage with you as a vendor. This letter outlines our Data Usage Policy Agreement regarding the management and protection of data you may access in the course of providing services to us.

## **1. Purpose**

This agreement is intended to ensure that all parties understand and comply with the data usage policies and regulations.

## **2. Data Access**

The vendor may be granted access to personal, confidential, and sensitive data relevant to [specific project or service].

## **3. Data Protection**

The vendor agrees to protect all data received and ensure it is not disclosed to unauthorized third parties.

## **4. Compliance**

The vendor shall comply with all applicable data protection laws and regulations.

## **5. Termination**

This agreement may be terminated if the vendor fails to adhere to the terms outlined herein.

## **Signatures**

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[Vendor Contact Name] - [Title]

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[Your Name] - [Your Title]

Thank you for your collaboration.

Best Regards,

[Your Company Name]

[Your Company Address]

[Your Contact Information]