

Vendor Personal Data Handling Guidelines

Dear [Vendor Name],

We appreciate your partnership with [Your Company Name]. As part of our commitment to data protection, we require all our vendors to adhere to the following guidelines regarding the handling of personal data:

1. Data Collection

Ensure that any personal data collected is done so with the explicit consent of the individual and strictly for the purposes agreed upon.

2. Data Storage

All personal data must be securely stored and access should be limited to authorized personnel only.

3. Data Usage

Use personal data solely for the purposes outlined in your agreement with [Your Company Name].

4. Data Sharing

Do not share personal data with third parties without explicit consent, unless required by law.

5. Data Retention

Retain personal data only as long as necessary for the purposes for which it was collected. Implement policies for data deletion.

6. Data Breach Notification

In the event of a data breach, notify [Your Company Name] immediately and cooperate in any necessary investigation and remediation efforts.

By following these guidelines, we can ensure the protection of personal data and maintain trust in our partnership.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Contact Information]