

# Vendor Privacy Assurance Document

**Date:** [Insert Date]

**To:** [Vendor Name]

**Address:** [Vendor Address]

Dear [Vendor Contact Name],

We are writing to express our commitment to ensuring the privacy and protection of personal information as part of our contractual agreement. At [Your Company Name], we prioritize the confidentiality and security of data shared with our vendors.

## Privacy Assurance

As a vendor, you agree to follow the principles and practices outlined below to ensure the privacy of our clients and stakeholders:

- Adherence to applicable data protection regulations.
- Implementation of sound security measures to protect personal data.
- Limitation of data access to authorized personnel only.
- Regular training of employees on data privacy protocols.

## Data Usage and Storage

All personal data shared with you shall be used solely for the purpose of [specific purpose]. You must ensure that all data is securely stored and properly disposed of after its intended use.

## Incident Response

In the event of a data breach or unauthorized access, you agree to notify [Your Company Name] within [timeframe] and cooperate fully in the investigation and remediation of such incidents.

We appreciate your collaboration in maintaining the privacy and security of our mutual clients. Please sign and return this document to acknowledge your agreement to these privacy assurances.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

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Vendor Acknowledgment:

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Signature  
[Vendor Name]