

# Vendor Private Data Security Contract

**Date:** [Insert Date]

**Vendor Name:** [Insert Vendor Name]

**Vendor Address:** [Insert Vendor Address]

Dear [Vendor Contact Name],

This letter serves as a formal contract regarding the security of private data shared between [Your Company Name] and [Vendor Name]. The purpose of this contract is to outline the responsibilities and expectations regarding data protection.

## 1. Definitions

For the purpose of this contract, "Private Data" refers to any information that can be used to identify an individual or business, including but not limited to personal identification numbers, financial information, and medical records.

## 2. Data Security Measures

[Vendor Name] agrees to implement and maintain appropriate technical and organizational measures to protect Private Data from unauthorized access, disclosure, alteration, and destruction.

## 3. Compliance

[Vendor Name] shall comply with all applicable laws and regulations concerning data protection and privacy.

## 4. Data Breach Notification

In the event of a data breach, [Vendor Name] agrees to notify [Your Company Name] within [insert time frame] and assist in the remedial actions necessary to manage the breach.

## 5. Termination

This contract may be terminated by either party with [insert notice period] written notice. Upon termination, all Private Data must be returned or destroyed as per [Your Company Name]'s instructions.

We appreciate your cooperation in ensuring the security of private data. Please sign below to confirm your agreement to the terms outlined above.

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[Vendor Contact Name]

[Title]

[Vendor Name]

Date: \_\_\_\_\_

Thank you,

[Your Name]

[Your Title]

[Your Company Name]