

Letter of Client Data Handling Procedures

Date: [Insert Date]

[Client's Name]

[Client's Address]

Dear [Client's Name],

We are committed to maintaining the privacy and security of our clients' data. As a subcontractor, we adhere to strict data handling procedures to ensure that all client information is processed and stored in compliance with applicable laws and regulations.

Data Collection and Usage

We collect data only for the purpose of fulfilling our contractual obligations and will not disclose any information to third parties without your explicit consent.

Data Storage and Security

All client data will be stored in secure databases, with access limited to authorized personnel only. We implement advanced security measures to protect against data breaches.

Data Retention and Disposal

Client data will be retained only as long as necessary for the intended purposes. Upon disposal, all data will be irreversibly deleted in accordance with industry standards.

Your Rights

You have the right to access, correct, or request deletion of your data at any time. Please contact us using the information below for any inquiries regarding your data.

Thank you for trusting us with your data. We are committed to upholding the highest standards of privacy and security.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]