

# Data Privacy Assurance Letter

Date: [Insert Date]

Dear [Volunteer's Name],

We are thrilled to welcome you as a volunteer with [Organization Name]. As part of your involvement, we want to assure you that we prioritize your privacy and data protection. This letter outlines our commitment to safeguarding your personal information.

## Data Collection and Use

We collect personal information that includes [list types of data, e.g., name, contact information, etc.]. This information will be used solely for the purpose of coordinating volunteer activities and improving our programs.

## Data Protection Measures

We implement strict security measures to protect your data, which includes [briefly describe measures, e.g., encryption, access controls, etc.]. Your data will be securely stored and will only be accessible to authorized personnel.

## Your Rights

You have the right to access, modify, or request deletion of your personal data at any time. If you have any concerns regarding your data, please contact us at [contact information].

Thank you for your commitment to [Organization Name]. We appreciate your contributions and are dedicated to protecting your privacy.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]