

Data Protection Rights Information

Date: [Insert Date]

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Client's Name],

We are committed to protecting your personal data and respecting your privacy. This letter provides important information about your data protection rights as a client of [Agency Name].

Your Rights

- **Right to Access:** You have the right to request access to the personal data we hold about you.
- **Right to Rectification:** You have the right to request correction of inaccurate or incomplete data.
- **Right to Erasure:** You have the right to request the deletion of your personal data under certain conditions.
- **Right to Restrict Processing:** You have the right to request the restriction of processing your data in certain circumstances.
- **Right to Data Portability:** You have the right to request your data in a structured, commonly used, and machine-readable format.
- **Right to Object:** You have the right to object to the processing of your data under specific conditions.

If you wish to exercise any of these rights, please contact us at:

[Agency Email Address]

[Agency Phone Number]

Thank you for trusting [Agency Name] with your personal information. We are dedicated to maintaining your privacy and security.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]