

Data Protection Review

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Agency: [Recipient's Agency Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

Subject: Regular Data Protection Review

As part of our commitment to maintain and protect the personal data we hold, we are conducting our regular data protection review. This review is essential to ensure compliance with relevant data protection laws and our organizational policies.

Please provide a brief report on the following:

- The types of personal data you collect and process.
- The purpose for which personal data is collected.
- Data retention periods and reasons for these periods.
- Measures taken to ensure the security of personal data.
- Any data breaches or incidents that occurred since the last review.

We kindly request that you submit your report by [Insert Deadline]. If you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your cooperation in this important matter.

Best regards,

[Your Name]

[Your Position]

[Agency Name]

[Contact Information]