

Data Protection Commitment

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Subject: Commitment to Data Protection for Guest List

Dear [Recipient Name],

We are committed to maintaining the confidentiality and security of the personal information of our guests. This letter serves as our formal commitment to protect your data in accordance with applicable data protection regulations.

As part of our guest list management, we assure you that:

- Your personal information will only be used for the purpose of event management.
- Access to your data will be restricted to authorized personnel only.
- We will not share your personal information with third parties without your explicit consent.
- All data will be stored securely and retained only for as long as necessary.

If you have any questions or concerns regarding this commitment or how your data will be processed, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your trust in us.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]