

Guest List Information Security Agreement

Date: _____

To: [Guest Name]

From: [Your Organization Name]

Dear [Guest Name],

This letter serves as an agreement regarding the confidentiality and security of the guest list associated with the upcoming event on [Event Date]. As a participant, you agree to the following terms:

1. All information regarding the guest list is confidential and should not be disclosed to any third party without prior written consent.
2. You shall implement measures to protect the information from unauthorized access or disclosure.
3. In the event of a security breach, you will notify [Your Organization Name] immediately.
4. Upon the conclusion of the event, you agree to destroy any copies of the guest list in your possession.

By signing below, you acknowledge and agree to the terms outlined in this agreement.

Signature: _____

Name: [Guest Name]

Date: _____

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]