

# Shareholder Personal Information Policy

Date: [Insert Date]

Dear [Shareholder's Name],

We are committed to protecting your personal information and ensuring that your privacy is safeguarded. This letter is to inform you about our Shareholder Personal Information Policy, which outlines how we collect, use, and protect your data.

## Information Collected

We may collect the following personal information from you:

- Name
- Contact Information (Email, Phone Number, Address)
- Shareholding Details

## Use of Information

Your personal information is used for the following purposes:

- Communicating with you regarding your shareholdings
- Providing updates on company performance
- Ensuring compliance with regulatory requirements

## Protection of Information

We implement various security measures to protect your personal information from unauthorized access, use, or disclosure.

## Your Rights

You have the right to access your personal information and request corrections if necessary. Please contact us at [Insert Contact Information] for any inquiries.

Thank you for being a valued shareholder. Your privacy is important to us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]