

# Utility Data Privacy Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about your data access rights in accordance with applicable data protection laws, including but not limited to the General Data Protection Regulation (GDPR) and relevant local regulations.

## Your Rights

You have the right to:

- Access your personal data we hold.
- Request rectification of inaccurate personal data.
- Request deletion of your personal data.
- Restrict the processing of your personal data.
- Receive a copy of your personal data in a structured, commonly used, and machine-readable format.

## How to Exercise Your Rights

If you wish to exercise your rights, please contact us at:

Email: [Insert Email Address]

Phone: [Insert Phone Number]

## Timeline for Response

We will respond to your request within [Insert Time Frame] days of receiving it.

## Further Information

For more information on how we handle your personal data, please refer to our Privacy Policy available on our website [Insert Website URL].

Thank you for your attention to this important notice.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Address]