

# Notification of Changes to Data Processing Activities

Dear [Recipient's Name],

We are writing to inform you of important changes to our data processing activities that are in line with our ongoing commitment to comply with the General Data Protection Regulation (GDPR).

## Overview of Changes

Effective [Effective Date], we will be implementing the following changes:

- Updated data processing purposes: [Description of new purposes]
- Changes in data retention periods: [Details about retention periods]
- New data sharing practices: [Information about shared data and recipients]

## Your Rights

As a data subject, you have several rights regarding your personal data, including:

- The right to access your data
- The right to rectify your data
- The right to erase your data
- The right to data portability
- The right to object to processing

For any questions or concerns, please contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]