

Data Subject Rights Notification Letter

Date:

To:

[Data Subject Name]

[Address]

[Email Address]

Dear [Data Subject Name],

In accordance with applicable data protection laws and regulations [such as the General Data Protection Regulation (GDPR)], we are writing to inform you of your rights as a data subject regarding the personal data that we collect and process.

Your Rights

- Right to Access:** You have the right to request access to your personal data that we hold or process about you.
- Right to Rectification:** If any of your personal data is inaccurate or incomplete, you can request correction or completion.
- Right to Erasure ('Right to be Forgotten'):** In certain circumstances, you have the right to request the deletion of your personal data.
- Right to Restrict Processing:** You may request that we restrict processing of your personal data in specific situations.
- Right to Data Portability:** You have the right to receive your personal data in a structured, commonly used, and machine-readable format, and to transmit that data to another controller.
- Right to Object:** You have the right to object to certain types of processing, such as direct marketing.
- Right to Withdraw Consent:** Where processing is based on your consent, you have the right to withdraw consent at any time.

Contact for Exercising Rights

If you wish to exercise any of your rights outlined above, please contact us at:

Email: [Contact Email]

Address: [Contact Address]

We will respond to your request within the timeframes required by applicable data protection legislation.

Sincerely,

[Your Organization Name]

[Data Protection Officer / Contact Person]

Important Notes:

- This template should be tailored to fit the applicable laws and specific data processing activities.
- Clear instructions for requesting further information or exercising rights must be included.
- Keep a record of all notifications sent to data subjects for audit purposes.
- Ensure contact details provided are valid and monitored regularly.
- Review and update this document periodically to comply with legal requirements.