

# GDPR Compliance Confirmation Letter

Date: \_\_\_\_\_

To: [Recipient Name / Organization]

Address: [Recipient Address]

Subject: Confirmation of General Data Protection Regulation (GDPR) Compliance

Dear [Recipient Name],

This letter serves to confirm that [Your Organization Name] is fully committed to complying with the General Data Protection Regulation (GDPR) (EU) 2016/679 as well as applicable data protection laws. Below, you will find an outline of our GDPR compliance stance.

## 1. Organizational Information

Company Name: [Your Organization Name]

Contact Person: [Contact Name & Position]

Contact Email: [Contact Email Address]

## 2. Data Processing Overview

- Purpose(s) of data collection and processing
- Categories of personal data processed
- Data subject groups affected

## 3. GDPR Compliance Measures

- Implementation of appropriate technical and organizational safeguards
- Data minimization and storage limitation processes
- Handling of data subject rights (access, rectification, erasure, etc.)
- Data breach notification procedures in place

## 4. Data Transfers

- Procedures for transfers inside and outside the EU/EEA
- Guarantees used for international data transfers (e.g., Standard Contractual Clauses, adequacy decisions)

## 5. Data Protection Officer (if applicable)

Name: [DPO Name]

Email: [DPO Contact Email]

## 6. Declaration

We hereby confirm our commitment to GDPR compliance and agree to provide further details or documentation upon request.

\_\_\_\_\_  
[Authorized Signatory Name, Position]

Date

**Important Notes:**

- This is a confirmation outline; always tailor content to actual processes and data handled.
- Legal review is recommended for finalized versions before official use.
- Keep internal records supporting all claims made in the letter.
- This document may be requested by partners, clients, or regulators.