

Privacy Policy Acknowledgment Letter

Date: _____

To:

[Employee/Recipient Name]

[Position/Department, if applicable]

[Company/Organization Name]

Subject: **Privacy Policy Acknowledgment**

Dear [Employee/Recipient Name],

This letter serves as an official acknowledgment that you have received, read, and understood the Privacy Policy of [Company/Organization Name]. By signing below, you agree to comply with the terms and conditions outlined in the Privacy Policy and understand your responsibilities concerning the protection and handling of sensitive information.

Please ensure that you adhere strictly to the guidelines provided within the policy at all times. If you have any questions or require clarification, contact your supervisor or the HR department.

Signature

Name

Date

Important Notes:

- The acknowledgment confirms that the recipient understands and accepts the Privacy Policy.
- Such a letter may be kept on file for compliance and audit purposes.
- Always ensure the details (names, dates, positions) are accurate and current.
- This document does not replace the full Privacy Policy but is a signed confirmation of its receipt and understanding.
- Consult your legal or HR department for organization-specific requirements.