

# Third-Party Data Processing Assurance Letter

**Date:** [Insert Date]

**Reference:** [Insert Reference Number, if any]

**To:** [Recipient Name/Position]

**Company:** [Recipient Company Name]

**Address:** [Recipient Company Address]

Dear [Recipient Name],

This letter serves as an assurance of our ongoing commitment to the secure and ethical processing of data on behalf of [Recipient Company Name], in accordance with the agreed contractual and regulatory requirements. As your third-party data processor, [Your Company Name] hereby affirms the following:

## Assurance of Data Processing Standards

- We process personal and confidential data solely for the purposes outlined in our agreement with [Recipient Company Name].
- All data is processed in compliance with applicable data protection laws and regulations (such as GDPR, CCPA, or local equivalents).
- Appropriate technical and organizational measures are in place to ensure data security, integrity, and confidentiality.
- Access to data is restricted to authorized personnel and is regularly reviewed and monitored.
- Sub-processors, if engaged, are subject to equivalent standards as set forth in our Data Processing Agreement.
- We promptly notify [Recipient Company Name] in the event of any data breach or incident involving their data.

## Summary of Data Processing Activities

The nature, scope, and purpose of the data processing conducted by [Your Company Name] for [Recipient Company Name] are as follows:

- **Types of Data Processed:** [e.g., customer names, contact details, transaction records]
- **Processing Purpose:** [e.g., service delivery, account management]
- **Duration of Processing:** [e.g., duration of the contract, specific period]
- **Storage Location:** [e.g., EU-based servers, cloud infrastructure]

Should you require further information or evidence of our compliance measures, please let us know. We are committed to continuous improvement and transparency in all our data processing operations.

Sincerely,

[Name]

[Title/Position]

[Your Company Name]

[Contact Information]

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## Important Notes

- This document is a sample and should be tailored to the specific situation and regulatory requirements.
- Always verify the accuracy of company and processing details before issuance.
- Assurance letters may be required as part of due diligence, audits, or regulatory compliance programs.
- Legal counsel review is recommended to ensure adequacy of assurances and compliance language.
- Keep records of issued assurance letters for audit and compliance tracking.