

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

RE: Advisory Regarding Biometric Information Processing Agreement

Dear [Contact Person Name],

This letter serves as a formal advisory regarding the processing of biometric information by [Vendor Name] on behalf of [Company Name].

As part of our commitment to data privacy and regulatory compliance, we require all vendors who collect, store, or process biometric data (such as fingerprints, facial recognition data, or iris scans) to enter into a formal Biometric Information Processing Agreement. This agreement ensures compliance with applicable laws, including but not limited to the Biometric Information Privacy Act (BIPA) and other relevant data protection statutes.

Please find the following requirements that must be addressed in our upcoming agreement:

- Defined purposes for biometric data collection.
- Strict data retention and destruction schedules.
- Written protocols for securing biometric identifiers.
- Prohibition on the sale or profiting from biometric data.
- Mandatory breach notification procedures.

We request that your legal or compliance team reviews our attached standard addendum. Please provide your feedback or a signed copy by [Insert Date].

Failure to execute this agreement may result in the suspension of services involving biometric processing to ensure our continued legal compliance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]