

[Your Company Name]
[Street Address]
[City, State, Zip Code]
[Date]

[Name of Regulatory Agency]
[Department/Division]
[Street Address]
[City, State, Zip Code]

RE: Inquiry Regarding Biometric Data Transfer Practices - Case/Reference No: [Number]

Dear [Name of Contact Person or Department],

This letter is in formal response to your inquiry dated [Date] regarding [Your Company Name]'s protocols and practices concerning the transfer of biometric data.

We take the privacy and security of biometric information seriously. In response to your specific requests for information, we provide the following details:

1. Nature of Data Transferred:

[Describe the type of biometric data, e.g., encrypted facial templates, fingerprint hashes, etc.]

2. Purpose of Transfer:

[Explain why the data is being transferred, e.g., cloud storage, identity verification services, or cross-border processing.]

3. Legal Basis and Consent:

[Detail the legal grounds for processing and how explicit user consent is obtained and documented.]

4. Security Measures:

[Outline encryption standards, anonymization techniques, and security protocols used during transit and at rest.]

5. Third-Party Recipients:

[List any third-party processors or entities involved and confirm the existence of Data Processing Agreements (DPAs).]

We have attached the following supporting documentation for your review:

- Data Privacy Impact Assessment (DPIA)
- Standard Contractual Clauses (SCCs)
- Privacy Policy for Biometric Data

We remain committed to full transparency and regulatory compliance. Should you require further clarification or additional documentation, please contact our Data Protection Officer at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title/Title]

[Your Company Name]