

[Date]

[Recipient Name]

[Title]

[Organization Name]

[Address]

Subject: Advisory Regarding Joint Controller Agreement for Biometric Data Processing

Dear [Recipient Name],

This letter serves as formal advisory regarding the legal requirements for the sharing and processing of biometric data between [Party A] and [Party B]. Under applicable data protection regulations, both entities have been identified as Joint Controllers for the biometric data collected for the purpose of [State Purpose, e.g., Employee Time Tracking/Secure Access Control].

Due to the sensitive nature of biometric data, it is mandatory that we formalize our relationship through a Joint Controller Agreement (JCA). This agreement must clearly define our respective responsibilities regarding:

- Compliance with data subject rights (access, erasure, and withdrawal of consent).
- Transparency requirements and the provision of privacy notices to individuals.
- Technical and organizational security measures to protect biometric templates.
- Procedures for managing and notifying data breaches.
- Data retention schedules and secure deletion protocols.

We have prepared a draft agreement that outlines these obligations in accordance with [Specify Law, e.g., GDPR Article 26 or Local Act]. We request that your legal or privacy team reviews the attached document to ensure alignment with your internal policies.

Please provide your feedback or a signed copy by [Date]. We look forward to finalizing this framework to ensure the compliant and secure handling of biometric information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]