

[Company Letterhead/Logo]

Date: [Insert Date]

To: [All Employees / Specific Department]

Subject: ADVISORY: Update to Corporate Policy on Biometric Data Transfer

Dear [Name/Team],

This letter serves as a formal advisory regarding updates to our corporate policies concerning the collection, storage, and transfer of biometric data.

Overview of Changes

To ensure compliance with evolving data protection regulations (such as GDPR, CCPA, or local labor laws), [Company Name] has updated its protocols for handling biometric information, including fingerprints, facial recognition data, and iris scans. These changes focus on how this sensitive data is transferred between internal systems and authorized third-party service providers.

Key Policy Updates:

- **Encryption Standards:** All biometric data must be encrypted during transit and at rest using [Insert Standard, e.g., AES-256] protocols.
- **Authorized Transfers:** Biometric data may only be transferred to pre-approved vendors who meet our security compliance criteria.
- **Purpose Limitation:** Data transfers are strictly limited to [Insert Purpose, e.g., identity verification, payroll access, or building security].
- **Consent:** Explicit written consent will be required before any biometric data is processed or moved to a new system.

Employee Rights and Actions

We are committed to the privacy and security of your personal information. You have the right to review the biometric data we hold and request information regarding any third parties with whom this data has been shared.

Please review the full updated policy available at [Insert Link to Portal/Handbook]. No immediate action is required from you unless you wish to withdraw previous consent or update your preferences.

If you have questions regarding these security measures, please contact the Data Privacy Office at [Insert Email/Phone Number].

Sincerely,

[Signature]

[Name of Officer/Department Head]

[Title]

[Company Name]