

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Client Confidentiality and Privacy Provisions

Dear [Client Name],

This letter outlines the commitment of [Company Name] to protecting your privacy and maintaining the confidentiality of all information shared during our professional engagement.

1. Definition of Confidential Information

Confidential information includes, but is not limited to, business plans, financial data, personal identification, trade secrets, and any other proprietary information provided by the Client.

2. Non-Disclosure Obligations

[Company Name] agrees to hold all confidential information in strict confidence. We will not disclose, sell, or transfer any sensitive data to third parties without prior written consent, except as required by law.

3. Data Protection and Privacy

We implement industry-standard security measures to protect your personal data against unauthorized access, loss, or misuse. Our data handling practices comply with applicable privacy laws and regulations.

4. Authorized Access

Access to your confidential information is restricted to employees and contractors who require the data to perform their professional duties and who are bound by similar confidentiality obligations.

5. Duration of Confidentiality

The obligations of confidentiality shall remain in effect during the term of our service agreement and shall survive the termination of our professional relationship.

By continuing our engagement, you acknowledge and agree to these privacy provisions.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]