

# Client Data Privacy and Internal Ethics Acknowledgment

**Date:** [Insert Date]

**Employee Name:** [Insert Employee Name]

**Employee ID:** [Insert ID Number]

To [Company Name Management],

I hereby acknowledge that I have received, read, and understood the company's policies regarding **Client Data Privacy** and **Internal Ethical Conduct**.

By signing this letter, I agree to the following:

- I will protect all sensitive client information and personally identifiable information (PII) from unauthorized access or disclosure.
- I will only access client data that is necessary for the performance of my specific job duties.
- I will comply with all relevant data protection laws (such as GDPR, CCPA, or HIPAA) as applicable to my role.
- I will maintain high ethical standards and avoid any conflicts of interest that could compromise the integrity of the company or its clients.
- I will immediately report any known or suspected data breaches or ethical violations to the Compliance Department.

I understand that any violation of these policies may result in disciplinary action, up to and including termination of employment and potential legal proceedings.

**Employee Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Manager/Witness Signature:** \_\_\_\_\_