

[organization name]

DATA PROTECTION OFFICER APPOINTMENT LETTER

Commented [EUA1]: This document should be used by a company when appointing a Data Protection Officer.

In light of the General Data Protection Regulation (GDPR) applicable to the [Company Name], the [redacted]

Your tasks as a DPO arise from GDPR, in particular from article 39.

[redacted]

When required, you will report your activities to the [job title]. You will also advise the [job title] for necessary technical and organizational measures needed to be compliant with the provisions of the GDPR.

Commented [EUA2]: You can find the template of the DPO [redacted]

Commented [EUA3]: You can find the template of the DPO Task [redacted]

Commented [EUA4]: Please insert the function within the [redacted]

[redacted]

Please acknowledge receipt and acceptance of this appointment and the terms set out in this letter by [redacted]

Commented [EUA5]: Please insert the name of the person or of the department that is responsible for collection of the DPO appointment letter.

Yours sincerely,

.....

[Name]

Commented [EUA6]: Please insert the name of the person responsible to appoint the DPO e.g. CEO, HR Manager.

[redacted]

Signed

Commented [EUA7]: This document can be signed with a digital [redacted]

[Name]

Date