# **Appointment of Data Protection Officer Letter**

## Appointing DPO Name as Data Protection Officer

Jan 01, 2019

My Company (hereinafter referred to as “Controller") appoints DPO Name as the Data Protection Officer pursuant to Article 37 GDPR. The appointment shall take effect on Jan 01, 2019 and last for an undefined period of time.

DPO Name is entrusted with providing consultancy services and ad-hoc spot checks to ensure company-wide adherence to the provisions of the GDPR and to further data protection regulations. His/her duties shall be derived from the GDPR and shall, specifically, be aligned with Article 39 GDPR:

* informing and advising the Controller about their obligations under the GDPR,
* monitoring compliance with the GDPR,
* cooperating with any data supervisory authorities,
* acting as a contact point for data subjects and processing their inquiries related to the Controller’s data processing activities.

To facilitate the execution of this role as Data Protection Officer, he/she shall report directly to management, specifically CEO Name of My Company.

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| **Controller** | **Data Protection Officer** |
| My Company  Additional Information  Street, Number  City, Region  Country  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ signature | Data Protection Officer Name  Additional Information  Street, Number  City, Region  Country  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ signature |