

NOTICE TO EXISTING USERS

Under Section 5 of the Digital Personal Data Protection Act, 2023

DPDPA Legal | Roots Cyber Law Firm | Template Form 02

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Dear [Name],

We are writing to inform you that the **Digital Personal Data Protection Act, 2023** ("DPDPA" or "Act") has come into force in India. In accordance with Section 5 of the Act, where personal data was collected prior to the commencement of the Act, the Data Fiduciary is required to provide notice to the Data Principal "as soon as reasonably practicable" after such commencement. This communication is being issued in compliance with that statutory obligation.

1. OUR CAPACITY

[Company Name] acts as a **Data Fiduciary** under Section 2(i) of the Act in respect of your Personal Data.

2. CATEGORIES OF PERSONAL DATA BEING PROCESSED

We currently process the following categories of your Personal Data:

- ◆ Name and contact details (email address, phone number, address)
- ◆ Account and transaction information
- ◆ Identification details (where applicable)
- ◆ Usage and device-related data
- ◆ Communications and correspondence records

3. PURPOSE OF PROCESSING (Section 5 Notice Requirement)

Your Personal Data is processed for the following purposes:

- ◆ Provision and management of our products / services
- ◆ Customer support and relationship management
- ◆ Compliance with legal and regulatory obligations
- ◆ Fraud prevention and security monitoring
- ◆ Marketing communications (where consent has been obtained)

Lawful Basis	Applicable Section
Consent of the Data Principal	Section 6
Certain Legitimate Uses (legal obligation, fraud, employment, etc.)	Section 7

4. YOUR RIGHTS UNDER THE DPDPA (Section 11)

- ◆ Right to **Access Information** regarding your Personal Data
- ◆ Right to **Correction and Erasure** of inaccurate or unnecessary data
- ◆ Right to **Withdraw Consent** (Section 6(4))
- ◆ Right to **Grievance Redressal**
- ◆ Right to **Nominate** another individual in case of death or incapacity

You may exercise your rights by contacting us at:

Email	[privacy@company.com]
Grievance Officer	[Name, Designation]

5. WITHDRAWAL OF CONSENT

If the processing of your Personal Data is based on consent under Section 6 of the Act, you may withdraw such consent at any time. Withdrawal shall not affect the lawfulness of processing carried out prior to such withdrawal.

To withdraw consent: Click here: **[Insert Link]** or write to us at: **[privacy@company.com]**

6. DATA RETENTION

Your Personal Data will be retained only for as long as necessary to fulfil the purposes stated above or as required under applicable law, in accordance with Section 8 of the Act.

7. DATA SECURITY AND BREACH NOTIFICATION

We implement reasonable security safeguards to protect your Personal Data in compliance with Section 8(5) of the Act. In the event of a Personal Data Breach, we shall notify the Data Protection Board of India and affected Data Principals as required under Section 8(6).

8. UPDATED PRIVACY POLICY

Our updated Privacy Policy reflecting DPDPA compliance is available at: **[Insert Privacy Policy Link]**. We encourage you to review it carefully.

Sincerely,

For and on behalf of [Company Name]

[Authorised Signatory Name]

[Designation]

[Contact Details]