Data Amendment Form

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to rectify any data/information we hold about you or to authorise someone to act on your behalf. Please note that you can make some amendments to data we hold about you via the Account options on our website. http://www.bosonalfa.com/en/contacts
Or to the email dataprotection@bosonalfa.com
Alternatively, please complete this form if you wish to rectify other data we hold about you. You may also need to provide proof of your identity. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity (where required).

Note to any employees receiving a Data Amendment Form, you must send this to the Data Protection Officer (Elena Christodoulou) as soon as possible, but no later than 5 days of receiving it, to ensure they can coordinate the rectification of the individuals data within 30 days.

Proof of identity:
In certain circumstances we may require proof of your identity before we can amend personal data. The data protection officer will advise if proof of identity is required. If you have changed your name, please supply relevant documents evidencing the change.

Administration fee:
Boson Alfa's policy is not to charge for amendment requests

Section 1: Data Subject

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title:	Mr [ ] Mrs [ ] Ms [ ] Miss [ ] Other [ ]
Surname/ Last Name:	
First Name(s):	
Date of Birth:	
Address:	
Post Code:	
Day Time Telephone Number (s)	

amendment Request Please detail in the box below, with as much information as possible, the data/information that you wish to be rectified.
Details:
Reason for amendment Boson Alfa will not unreasonably prevent amendment of data however requires an appropriate reason to make such amendments. Please detail below the reason for requiring the data amendment.
Details:

Section 2: Declarations

Data Subject Declaration:

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Boson Alfa Ltd is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

Section 3: Actions

Please send your completed form via post to:

Data Protection Officer
54 Vasileos Georgiou A Str.,
Galatex Beach Center, Bl.E2, Office 46
Potamos Germasogeias, 4047 Limassol, Cyprus

Or via email to: dataprotection@bosonalfa.com