

Date :  
Policy Number :  
Agency :

Dear Sir/Madam,

Subject: Upgrading Client's Personal Information Data

We would like to inform you that, within the scope of the technical upgrading of the procedures our company; we are making efforts to update the records of our clients in order to manage our individual policies and to make our communication with you more efficient. We believe that efficient, personal and modern communication will strengthen our cooperation even more and constitute the basis for the best possible service.

For this purpose, and to improve our communication with you, we would like to kindly ask you to complete **the Table regarding Personal Information (Appendix I)** with your personal data.

In order for us to collect and process your personal data for the purposes mentioned above, we require your consent. In the event you do consent, please complete and sign the **CONSENT FOR PROCESS OF PERSONAL DATA (Appendix I)**. You are kindly requested to send all relevant documentation, duly completed and signed where needed, by 31/11/2016:

- by fax to 22845641
- by e-mail at the following address: [Panayiotis.neophytou@metlife.com](mailto:Panayiotis.neophytou@metlife.com)

We would like to inform you that you are not obliged to provide the above particulars or your consent. In the event however that you do not provide us with the particulars and your consent, we will not be able to facilitate you in the best possible way and you will not benefit from the upgrade mentioned above. The purpose for which we will process your personal is to provide you with a better service.

You are also informed that you have a right to access and correct all your personal data and the right to object to processing the said personal data. In order to exercise these rights, you may contact us at any of the addresses mentioned above.

On this occasion we would like to thank you for choosing our company and reiterate our commitment to continually improve and upgrade our service to our clients.

Thanking you in advance for your cooperation.

Yours faithfully,



MetLife  
Policy-Owner Service Department

Table regarding Personal Information:

Table Regarding Personal Information:	
Identity Card Number	
Contact Telephone Numbers Land Line	
Contact Telephone Numbers Mobile	
E-mail	

### CONSENT FOR PROCESS OF PERSONAL DATA

I hereby give my consent to MeLife Europe d.a.c. an insurance company incorporated under the laws of the Republic of Ireland with registration number 415123, acting through its Cyprus Branch, which is registered with the Registrar of Companies with registration number AE 2955 and registered address at 38 Leoforos Kennedy, 1087, Nicosia Cyprus (hereinafter the “Company”) to process all personal data relating to me (including any sensitive data) that have been provided to the Company for the purposes of the technical upgrading of the procedures the Company.

I hereby declare that:

- ☐ I give my consent to the Company to send me informative/ marketing material through email.
- ☐ I do not give my consent to the Company to send me informative/ marketing material through e-mail.
- ☐ I give my consent to the Company to send me informative/ marketing material through sms.
- ☐ I do not give my consent to the Company to send me informative/ marketing material through sms.

I understand that I have the right to access the personal data relating to me and the right to rectify such data and object to the processing of such data.

I also understand that I am not obliged to provide my consent but if I do not consent to the processing of such personal data, the Company will not be in a position to offer me the best possible service.

The undersigned,

---

Full name

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date