

## **Bespoke Privacy Notice – Private Box**

### **Isle of Man Post Office - Data Controller**

Isle of Man Post Office (IOMPO) is a data controller for the purposes of the General Data Protection Regulation (Isle of Man) Order 2018. The contact details for the IOMPO are Isle of Man Post Office, Postal Headquarters, Spring Valley Industrial Estate, Douglas, Isle of Man IM2 1AA.

In addition to the information set out in the IOMPO privacy notice, we may also collect the following information about you:

Name

Address

Postcode

Telephone number

E-mail address

Signature

Key holder(s) name and signature

One proof of identification with photograph (as per application form)

One proof of address (as per application form)

### **How we will use the information, we collect about you**

IOMPO will use your information to:

- provide a private box service to customers as a method of receiving mail at a local delivery office
- help prevent and detect crime

IOMPO has your consent to check and verify the data you provide to us on the application form. This may include checks of publicly available information but in some cases, where it is necessary and relevant to your application, the information you provide may be disclosed or shared with other organisations.

This will only be done where consent has been provided for us to do so. We will do this to allow us to:

- Process the private box application form
- verify the information and documentation you have provided is correct
- help prevent and detect crime including fraud, money laundering, identity theft or other criminal offences

### **How we will share the information we collect about you**

Third parties we may share your data with include, for example:

- police or law enforcement agencies where there is a legal requirement to do so
- courts on production of a valid court order

### **Protecting your information**

Isle of Man Post Office will:

- keep your information safe and secure in compliance with its information security policy
- only use and disclose your information as detailed above, where necessary
- only authorised staff are able to view your data
- only hold your data on servers that are under the control of the Isle of Man Post Office and within the jurisdiction of the Isle of Man
- retain the information for no longer than is necessary and your information will be permanently deleted once the timeframes set out below have been reached.

### **More information**

You can find out more information including:

- Looking at the Isle of Man Post Office [Privacy Notices](#)

- Asking to see your information or making a complaint if you feel that your information is not being handled correctly
- Making a subject access request, which is a request for all of the personal data we hold about you.

### Your rights

You have a right to access your personal data to ensure that it is accurate, and to request that it is rectified, blocked, erased or destroyed if it is inaccurate.

To make any request relating to your data held by IOMPO please contact the Data Protection Officer; [dpo@iompost.com](mailto:dpo@iompost.com) or by telephone: 01624 698485.

If you are not satisfied with the response you receive, you may also complain to the Information Commissioner, whose details can be found on [www.inforights.im](http://www.inforights.im), or the relevant supervisory authority. You may have a right to other remedies.

### Isle of Man Post Office - Retention Periods

Categories of personal data / document type	Retention Periods
Name Address Postcode Telephone number E-mail address Signature Key holder(s) name and signature One proof of identification with photograph (as per application form) One proof of address (as per application form)	Data held as long as the instruction is relevant and required by the customer and then it is destroyed including deletion from IOMPO electronic systems after two years.

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