

## **Bespoke Privacy Notice 2019 Customer Satisfaction Survey Prize Promotion**

### **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, Data Protection Officer, 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:

Title, Initials, Surname,

Postal address, Email address.

The Data Protection Officer for IOMPO can be contacted: in writing at the above address, by email [dpo@iompost.com](mailto:dpo@iompost.com) or by telephone: 01624 698485.

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

IOMPO will use your information to:

- Provide a prize promotion in 'The 2019 Customer Satisfaction Survey'

IOMPO has your consent to check and verify the data you provide to us on the survey 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 prize promotion
- verify the information and documentation you have provided is correct

### **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
- retain the information for no longer than is necessary and your information provided in your entry will be permanently deleted once the timeframes set out below have been reached (unless there is an over-riding reason to retain this information).

### **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 IOMPO Data Protection Officer.

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

| <b>Categories of personal data / document type</b>        | <b>Retention Periods</b>   |
|---|--|
| Title Initials/Surname<br>Postal Address<br>Email address | From receipt of completed form, personal data contained on the form will be held for 35 days following the promotion closing date of midnight 21 <sup>st</sup> May 2018. |

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