

## Privacy Notice - Local to Local Delivery Survey

The contact details for the Isle of Man Post Office (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
- Email address
- Phone number

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

IOMPO has your consent to:

- contact you to conduct follow-up interviews in relation to new IOMPO services
- enter you into a prize draw for a one-night stay at the Ramsey Park Hotel, and contact you if you are the winner

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

Third parties we may share your data with include:

- Survey Monkey - to allow customers to complete the survey online.

### 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 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 Email address Phone number	All personal data will be deleted one calendar month after the last interviews are conducted.

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