

## Privacy Notice - Parcel Automation

### 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:

- Full name
- Full address including postcode
- Tracking/barcode number

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

IOMPO will collect a sample of approximately 10,000 postal name and address images from inward items received (packets and parcels). These images will be used to teach the optical character recognition technology to read postal addresses in order to automatically sort items into postal routes, for delivery around the Island.

During the manufacturing and implementation stages, the machine will analyse these sample images; address, fonts, positioning of labels and handwriting styles. They will be securely held until all testing/on-site installation work is completed, and the new parcel automation machine is in live operation.

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

Third parties we will share your data with for the manufacturing process will be:

- DMT Solutions UK Limited (trading as BlueCrest), Ground Floor Rear Suite, Derwent House, Cranfield University Technology Park, University Way, Cranfield, Bedfordshire MK43 OAZ
- DMT Solutions Global Corporation, 37 Executive Drive Danbury, CT 06810, United States of America.
- Matthews Automation Solutions (trading as RAF Technology) 15400 NE 90th St #300, Redmond, WA 98052, United States of America. The optical character recognition (image capture) technology partner.

### Protecting your information

Isle of Man Post Office will:

- keep your information safe and secure in compliance with its data protection policy
- only use and disclose your information as detailed above, where necessary
- ensure 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.

### Transfer of information outside the EEA

Where we transfer your personal data outside the EEA, we will ensure that it is protected in a manner that is consistent with how your personal data will be protected by us in the EEA. This can be done in a number of ways, for instance:

- the country that we send the data to might be approved by the European Commission or a relevant data protection authority;
- the recipient might have signed up to a contract based on “model contractual clauses” approved by the European Commission, obliging them to protect your personal data

In other circumstances the law may permit us to otherwise transfer your personal data outside the EEA. In all cases, however, we will ensure that any transfer of your personal data is compliant with data protection law.

## More information

You can find out more information including:

- Viewing each organisations privacy notices:
  - [Isle of Man Post Office Privacy Notices](#)
  - [DMT Solutions UK Limited \(trading as BlueCrest\) Privacy Policy](#)
  - [Matthews Automation Solutions Privacy Policy](#)
  - [RAF Technology](#)
- 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
Full name Full address including postcode Tracking/barcode number	Information provided for the purposes outlined above will be retained until one month after the 'go-live' date for the parcel automation machine. This will be no later than 27 <sup>th</sup> December 2022.

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Version control: 1.0