

## **IOMPO - Privacy Notice**

To use Isle of Man Post Office (IOMPO) services over the internet we may ask you to share personal information with us. When we collect your personal data, we will:

- only collect what we need and no more
- keep your information secure
- tell you how we will use your information
- delete your information when it is no longer needed
- only process your information in line with rules set out in the General Data Protection Regulation (Isle of Man) Order 2018

When you give personal information, the privacy notice for the product or service will explain:

- What information is collected and why
- Who is collecting it
- How it is collected
- Why it is being collected
- How it will be used
- How long it will be kept
- Who it will be shared with
- How that information will be kept secure
- Your choices, including how to access and update information

This privacy notice applies to the [www.iompost.com](http://www.iompost.com) website, which is owned by the Isle of Man Post Office. We recommend that you take some time to read this notice and if you do not agree to this privacy notice please do not provide any of your data. Any data you submit or send via this website is sent at your own risk.

This notice may be replaced, or more information added, when you send feedback, ask to use a service online or make a payment for a service through this website. For example, when you order currency or philatelic products/collectables or arrange re-delivery, information about the data controller of that service and your rights will be made available.

### **How and why we ask you to share your personal information**

We collect and process information, including personal data, to provide effective and efficient services.

We use your personal data in line with the rules set out in General Data Protection Regulation (Isle of Man) Order 2018 for the following reasons:

- To allow us to communicate with you
- To process payments you make
- To give you a single account to access IOMPO online services/products
- To provide access to other services provided by Government Departments, Boards and Offices
- To analyse use of the website and make improvements

### **What types of personal data do we collect about you?**

Depending on how you interact with us, we may process different data about you. Below you will find an overview of the categories of data that we may collect.

If you use a link to any website operated by IOMPO, or any external website, you should make sure you read the privacy policy or fair processing notice on that website page to find out what it does with your information.

## Information you provide to us directly

Category of data	Examples of that type of data
Account login information	Login ID, password, or security questions
Contact information	Name, email address, telephone number, address
Financial data, customers and suppliers	Invoice number, amount, bank details <b>We do not hold credit or debit card information</b>
Government identifiers	Driving licence number, national insurance number
Other information	Feedback, comments, complaints
Personal identification data	Name, title, date of birth

## Information we collect automatically

When you visit or use our website, we may collect information sent to us by your computer, mobile phone, or other device. For example, we may collect:

Category of data	Examples of that type of data
Log information	Time and duration of visit
Other information	Links you click navigating within the website
Tracking information	When you visit this site, we use cookies. Read more about <a href="#">how we use Cookies</a>

## What legal basis do we use to process your personal data?

We will only process your personal data if a lawful basis exists. We may rely on:

- Your consent – if we rely on your consent to process your data you may withdraw your consent at any time by contacting the Data Protection Officer
- The need to meet a the legal obligation in carrying out statutory government functions
- The need to meet a request you have made for information or a service
- The need to prevent or investigate suspected or actual violations of law
- The need to protect public interest
- The need to retain information for historical or archiving purposes by the Public Record Office under the Public Records Act 1999. For more information on retention by the [Public Record Office](#)

## How long do we keep your personal data?

We will only keep your information for the minimum time necessary.

This may be to:

- Provide a history of transactions for your account
- Until we have responded to an enquiry
- Conclude financial end of year processing
- Confirm the transfer of your information to the Department, Office or Board providing a service you have requested.

## How do we keep your personal data secure?

The security and confidentiality of your information is very important to us.

We will ensure that:

- Safeguards are in place to make sure personal data is kept securely
- 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
- Only authorised staff are able to view your data
- Maintain security of the systems which hold personal data

We may share your information:

- With or between other Government Departments, Boards and Offices to provide a service or information you have requested
- The police or law enforcement agencies where there is a legal requirement to do so
- The courts on production of a valid court order

We will not sell to, or share, your personal data with other companies, organisations or individuals. IOMPO may share your personal data with other companies, organisations or individuals where there is a legal requirement to do so. For information on how your information may be shared, please click on the relevant link below for the processing notice.

### **What are your choices?**

#### **You can review your personal information and ensure it is accurate**

Where possible we will provide you with access to the information we hold about you so that you can view this information and provide a means for you to have this information changed if it is not accurate.

#### **To remove your personal information**

Where possible we will provide you with access to the information we hold about you so that you can view this information and request that your information is deleted.

#### **To ask if we hold personal information about you**

You can ask to see what information we hold about you by submitting a Subject Access Request.

#### **To make a complaint**

If you are unhappy with the way we deal with your personal information, you can submit a complaint.

Please contact the Data Protection Officer, who will work with you to resolve any issues.

Isle of Man Post Office

Data Protection Officer

Postal Headquarters

Spring Valley Industrial Estate

Douglas

Isle of Man

IM2 1AA

Email: [dpo@iompost.com](mailto:dpo@iompost.com) Telephone: 01624 698485

### **Will this privacy notice change?**

This privacy notice may change. We will not reduce your rights under this privacy notice without your consent. If any significant change is made to this privacy notice, we will provide a prominent notice on this website so that you can review the updated privacy notice. This privacy notice was last updated on 4<sup>th</sup> May 2018.