

## Privacy Notice – Notice Left Cards

### Isle of Man Post Office - Controller

Isle of Man Post Office (IOMPO) is a controller for all personal data processed by the IOMPO, staff or other appointed Officers 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 of addressee
- Address
- Signature
- Name of person authorised to collect on addressee behalf where applicable.

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

IOMPO will use your information to:

- provide a notice left service to customers
- help prevent and detect crime

IOMPO will be processing the personal data to comply with a legal obligation. We may check and verify the data to 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
- fraud prevention agencies
- mail collection points to enable collection of mail

### 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 data subject access request, which is a request for all of the personal data we hold about you.

## Your rights

### Right of access to personal information

Isle of Man Post Office will provide any individual with access to their personal data upon request, unless, and to the extent necessary, that the right of access is restricted. Further details can be found on the IOMPO Privacy Notices webpage or by contacting the IOMPO Data Protection Officer.

### Other rights

If we do hold information about you, you can ask us to correct any mistakes. You also have the right, subject to any statutory limitations, to object to processing, to erasure or restriction of processing, and to data portability. No automated decisions, or profiling, are undertaken by the Isle of Man Post Office.

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
<ul style="list-style-type: none"><li>• Surname Initials</li><li>• Address</li><li>• Signature</li><li>• Name of person authorised to collect on addressee behalf where applicable.</li></ul>	For as long as required up to a maximum of six months following collection and then securely destroyed.

### 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.

Date of Issue: 19/06/2018  
This version issued: 16/10/2023  
Version control: 1.5