Privacy Notice - Electronic Signature (E-Sign)

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:

- E-mail Address
- Name
- Postal Address
- Electronic Signature
- IP Address

How we will use the information:

- To obtain an electronic signature on documentation via an ISO certified third party service provider, E-Sign Ltd, 50 Athol Street, Douglas, Isle of Man, IM1 1JB . https://www.e-sign.co.uk/
- The documentation will be stored with E-sign and will be fully encrypted, with access limited to Isle of Man Post Office and yourself.

By uploading your electronically signed documents, you are giving IOMPO your consent for them to store your electronically signed documentation you have provided. This process will only happen where this consent has been provided. We will do this in the interest of efficiency and to enable a paperless working environment.

How we will share the information we collect about you
Third parties we may share your data with include, for example:

- E-Sign for provision of the service
- 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
- Any other statutory requirements

How we will store the data we collect from you using a Third party includes:

- E-Sign provides an electronic signature software service which encrypts and stores copies of the electronically signed documentation. The signature is given a digital fingerprint using an algorithm which has 1 in 62 million possibilities. The document is also encrypted for further security and the E-sign website has 256 bit SSL encryption.
- The data will be stored on servers that are within the jurisdiction of the Isle of Man and European Economic Area (EEA)

E-Sign are compliant with the following:

- ISO27001 certified
- ISO9001 certified
- Cyber essentials certified
- Public Services Network (PSN) accredited

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
- Ensure only authorised staff are able to view your data
- Only hold your data on servers that are within the jurisdiction of the Isle of Man and European Economic Area (EEA)
- Retain the information for no longer than is necessary

More information
You can find out more information including:

- Viewing each organisations privacy notices:
  - Isle of Man Post Office Privacy Notices
  - E-sign 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
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 or by telephone: 01624 698485.

Should you require your data to be removed from the E-sign website, a request to do so must be made to the Data Protection Officer, Isle of Man Post Office, as above.

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, 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
• E-mail Address • Name • Postal Address • Electronic Signature • IP Address • Documents/contracts	The use of E-Sign within IOMPO will be restricted to commercial contracts, which will likely contain most if not all items listed in the box on the left. Contracts will be retained for the length of the contract plus six years. If a document is considered to be of public interest by the Public Records Office a contract may be retained beyond this.

E-Sign – Retention Period

Categories of personal data / document type	Retention Period
• E-mail Address • Name • Postal Address • Electronic Signature • IP Address	To the 14th Anniversary of date of signature, however the deletion of documents held by E-Sign can be requested by IOMPO at any point if required. Contracts with a duration of more than 14 years will be held on a register by the IOMPO. Contracts and other documents where the retention

• Documents • Contracts	period is less than 14 years will be removed from E-sign upon request from IOMPO.

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.

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