Privacy Notice - Procurement Exercises

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:

Categories of personal data / Examples of the type of information (which may vary)
Contact information – Title, name, email address, telephone number, address
Financial data - Quotations and bids submitted in a procurement process
Other information - Feedback, comments, complaints

How we will use the information, we collect about you
IOMPO will use your information to:

- undertake market research, prior to commencing procurement/quotation exercises
- procure goods and services for IOMPO
- help prevent and detect crime
- archiving, transfer and preservation of public records

IOMPO has a legal obligation to check and verify the data you provide to us during a quotation or procurement exercise. This may include checks, where it is necessary and relevant to your application, the information you provide may be disclosed or shared with other organisations.

This will only be done where there is a legal obligation for us to do so. We will do this to allow us to:

- carry out statutory government functions which include running and managing the procurement process
- meet a request you have made for information or a service including procurement process
- verify the information and documentation you have provided is correct, such as obtaining references
- 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
We may use and disclosure your data for the following reasons:

- staff of IOMPO, advisors, consultants and other professional experts who are involved in the procurement process
- IOMPO Finance Director who deals with appeals lodged against the procurement process

Third parties we may share your data with include:

- Other suppliers to IOMPO
- Attorney General's Chambers (Ground Floor, Belgravia House, Circular Road, Douglas, Isle of Man IM1 1AE) as an office of the Isle of Man Public Service, which provides legal services on procurement matters to IOMPO
- Income Tax Division of Treasury, a Department of the Isle of Man Government, (Government Offices, Bucks Road, Douglas, Isle of Man, IM1 3PZ) who confirms to IOMPO that no outstanding statutory payments are due
- 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

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 permit authorised staff 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
- Isle of Man Public Record Office is part of the Department for Enterprise and can be contacted at: public.records@gov.im, or Unit 40A Spring Valley Industrial Estate, Braddan, Isle of Man, IM2 2QS
- Asking to see your information or making a complaint if you feel that your information is not being handled correctly

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;

By post:	Isle of Man Post Office, Postal Headquarters, Spring Valley Industrial Estate, Douglas, Isle of Man IM2 1AA
By email:	dpo@iompost.com
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, 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**
Contact information - Title, name, email address, telephone number, address	We will only keep your information for the minimum time necessary, this may be: - until we have responded to an enquiry - to conclude legal proceedings and allow reasonable time to seek further redress You should note that a public record we create may be selected for permanent preservation under the Public Records Act 1999. Records are only retained for longer term periods if their retention can be justified for statutory, regulatory, legal or security reasons or for their historic value.
Financial data - Quotations and bids submitted in a procurement process	
Other information - Feedback, comments, complaints	

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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