Isle of Man Post Office
Oik Postagh Ellan Vannin

Privacy Notice - CCTV

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 use CCTV that captures visual images of persons in or around IOMPO buildings and facilities. There are signs in place to inform you where cameras are in use.

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

- assist in the provision of personal safety of customers and employees
- promote public confidence in entering a safe environment.
- assist in the prevention, investigation and detection of crime
- protect IOMPO property and assets.
- assist in the investigation of accidents.

IOMPO will be processing the personal data to protect the vital interests of the data subject(s) or another person(s).

How we will share the information we collect about you
Sometimes we need to share your information with others. We will only do this when it is necessary, or if we are required to do so by law. Third parties we may share your data with include, for example:

- police or other law enforcement agencies where there is a legal requirement to do so
- courts on production of a valid court order
- fraud prevention agencies
- external monitoring service
- IOMPO may also be asked for footage from insurance companies should there be an incident involving car accidents or damage to cars parked on IOMPO premises.

Protecting your information
Isle of Man Post Office will:

- keep your information safe and secure in compliance with its information security and data protection policies
- 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 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;

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**
Visual images of persons in or around IOMPO buildings and facilities.	Minimum retention period of 30 days, but kept for 90 days where required for accreditation purposes However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated

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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