



## Freedom of Information Privacy Notice

### Introduction

The Isle of Man Gambling Supervision Commission (“the Commission”) is registered with the Isle of Man Information Commissioner as a data controller under Isle of Man data protection legislation.

This notice explains how the Commission collects and processes personal data in relation to requests for information made under the Freedom of Information Act 2015.

Information on how we collect and process personal data generally can be found in the main Privacy Policy on the Commission’s [website here](#).

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## Isle of Man Freedom of Information Act 2015 ('FOIA')

The Freedom of Information Act 2015 (FOIA) gives Isle of Man residents a legally enforceable right to obtain access to information held by a Public Authority. This is subject to certain exemptions and practical refusal reasons.

You can find out more information on the FOIA including how to make a request to us here: [Isle of Man Government - Freedom of Information](#) and you can also use this link to view previous requests and their responses.

We are the controller for the personal data you provide when making a FOI request to the Commission.

### Legal basis for processing your information

We need your personal information (such as your name and contact details) to process and respond to you about your FOI request. In some cases, we may ask for proof of identification, and proof of residency, so that we can comply with the FOIA.

We must have a legal basis (a lawful reason) to process your personal data, which is submitted by you when you make a FOI request. The legal basis for processing your information when you make a request is that it is necessary for us to comply with the law (FOIA), or that it is necessary for us to perform a public task in the public interest. This is set out in Articles 6(1)(c) and (e) of the Schedule to the Data Protection (Application of GDPR) Order 2018 – this legislation is sometimes called 'the Applied GDPR'.

### Sharing information

FOI requests have to be submitted on a form prescribed by the Chief Executive Officer (Isle of Man Government) in order to be valid and accepted under the FOIA. You can either submit a request using the form online or a paper version, which is available by contacting our Data Protection Officer (see below for contact details).

When you make an FOI request using the Online Services Portal on the Isle of Man Government website, a system called iCasework is used to process your request. The iCasework system is provided by a company called Civica UK Limited. This system stores information such as:

- Your name
- Your address
- Your telephone and email address
- Your company name, if you are requesting information on behalf of an organisation
- Your request
- If requested proof of residency from you

Civica UK Limited act as a Processor on behalf of all the Isle of Man Public Authorities. Civica UK Limited use the information held in the iCasework system for the purpose of providing a system to manage FOI requests and to transfer this information to the relevant public authority. The information you provide to Civica UK Limited will be kept secure and confidential.

Access to your information is limited to authorised staff members within the Commission.

The Department of Home Affairs (DHA), through the Office of Cyber Security & Information Assurance (OCSIA), has been contracted by the Commission to manage system administration on our behalf.

### **If you are unhappy with the response to your Freedom of Information request**

If you are dissatisfied with the response to your request for information, or the way your request was handled, you have the right to request the GSC to undertake a review.

If you are still unhappy following the review, [you can complain about your request to the Information Commissioner's Office](#). In this case the Commission will need to share information, such as emails we have sent or received from you with them so that the Information Commissioner can investigate the complaint.

### **Storing your information**

Your personal information will be held in iCasework for 12 months after the Commission has closed your request, or if you requested a review of your request, 36 months after the closure of your request.

After this time, the request will remain on the iCasework system, but all your personal information you provided at the time of the request will be deleted.

### **Your rights**

The Applied GDPR (data protection legislation) provides you as a data subject with some rights to be informed of the processing of your personal data, including the right to access that data and information about the purposes for processing.

This includes a right to correct (rectify) any information the Commission holds, or to restrict it in certain circumstances.

As the Commission is processing your data in order to comply with its legal obligations, certain of the data protection rights do not apply, including the right to have your data deleted (erasure), transferred to another provider, the right to object to the processing, and be informed about automated decision making.

When using the iCasework site or dealing with FOI requests, the Commission does not make automated decisions or profile your data.

## Data Protection Officer

If you have any questions about how we process your personal information, you can speak to our Data Protection Officer regarding your rights.

Email: [DPO-GSC@gov.im](mailto:DPO-GSC@gov.im)

Phone: +44 1624 698322

In writing to:

### Data Protection Officer Gambling Supervision Commission

Ground Floor  
St George's Court  
Myrtle Street  
Douglas  
Isle of Man  
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## Version Control

This Privacy Notice was updated on 19 February 2024.

Version	Date	Notes
1.0	27 July 2023	Creation of the privacy notice
1.1	19 February	Creation of the privacy notice in document format