Privacy Notice

This privacy notice explains how we use any personal information we collect about you.

What information do we collect about you?

We collect information about you when you engage us for fuel delivery.

We hold your name, company name, telephone numbers and email address as well as your history with us.

Information relating to usage of our website is collected using cookies. These are text files placed on your computer to collect standard internet log information and visitor behavior information. We may use your information collected from the website to personalise your repeat visits to the site.

The website uses cookies. By using this site you agree to this policy and consent to use cookies in accordance with this policy.

Why do we need to collect and use your personal data?

The primary reason we collect your data is to perform our contract with you.

The information we collect is essential for us to be able to carry out the services you require from us effectively, without collecting your personal data we would be unable to fulfil our delivery contract with you.

How will we use the information about you?

We collect information about you in order to provide you with the services for which you engage us.

Who might we share your information with?

We may disclose your personal information to any of our employees, officers, insurers, professional advisors, suppliers or subcontractors in so far as reasonably necessary to the purposes set out in this policy.

We may disclose your personal information:

1. to the extent that we are required to do so by law
2. in connection with any ongoing or prospective legal proceedings
3. in order to establish, exercise or defend our legal rights (including providing information to others for the purpose of fraud prevention and reducing credit risk)
4. to any person who we reasonably believe may apply to a court of other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information

We won’t share your information for marketing purposes with companies outside our company.

How long do we keep hold of your information?

Personal information that we process for any purpose or purposes shall not be kept longer than is necessary for that purpose or purposes.

Notwithstanding the other provisions we will retain documents (including electronic) containing personal data:

1. to the extent that we are required to do so by law
2. if we believe the documents may be relevant to any ongoing or prospective legal proceedings
3. in order to establish, exercise or defend our legal rights, including providing information to others for the purposes of fraud prevention and reducing credit risk

You have the right to request deletion of your personal data. We’ll comply with this request, subject to the restrictions of our regulatory obligations and legitimate interests as noted above.

How can I access the information you hold about me?

You have the right to request a copy of the information that we hold about you. If you’d like a copy of some or all of your personal information please email or write to us using the contact details noted below.

When your personal data is processed by automated means you have the right to ask us to move your personal data to another organisation for their use.

We have an obligation to ensure that your personal information is accurate and up to date. Please ask us to correct or remove any information that you think is incorrect.

How do we keep your personal information stored and secure?

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal data.

We will store all the personal information you provide on our secure password and firewall protected servers/cloud.

What can you do if you are unhappy with how your personal data is processed?

You also have a right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113 (local rate)

Changes to our privacy policy

We keep our privacy policy under regular review and we’ll place any updates on our web page (and/or) inform you of any changes when they occur. This privacy policy was last updated on 03/07/2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you: by email at [enquiries@chrystalpetroleum.co.uk](mailto:enquiries@chrystalpetroleum.co.uk)

Or write to us at:

Chrystal Petroleum Co Ltd

Cluny

Kirkcaldy

Fife

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