

Data Privacy Notice

Looking after your information

The Data Protection Act does not generally apply to companies but it does cover personal information relating to sole traders, partnerships and key account parties. Key account parties mean individuals who are sole traders, proprietors, partners, directors, members, beneficial owners, trustees or other controlling officials of the business or organisation including signatories to the account. The Data Protection Act requires Oil Recoveries Limited to manage personal information in accordance with the Data Protection Principles. Our company is required to process your personal information fairly and lawfully. This means that you are entitled to know how we intend to use any information you provide. You can then decide whether you want to give it to us and so we can retain it in order that we may provide the product and/or service that you require.

All our employees are personally responsible for maintaining customer confidentiality. We provide training and education to all employees to remind them about their obligations. In addition, our policies and procedures are regularly audited and reviewed.

When your business applies for services and/or products provided by us we may acquire personal information about you. Your personal information will be held by Oil Recoveries Limited.

Your personal information will be held securely in Oil Recoveries Limited systems and archives so that we can manage your relationship with us. This will include information you provide when you apply to us for a service and/or product, plus any additional information provided by you or others in various ways, including: in applications, emails and letters, during telephone calls, at face to face meetings, when registering for services and/or products.

If you have any questions about how we manage your data or if you would like to change your communications preferences or opt out of part or all our communications, please email: info@oilrecoveries.co.uk

Yours sincerely



Derek Garlick
General Manager
Oil Recoveries Ltd