

## **PRIVACY NOTICE**

At Petroleum Experts Ltd (Petex) we are committed to ensuring that you are fully aware of what personal data we collect and process about you and how it is used. We would also like to reassure you that we take the security of your personal data seriously. This privacy notice, along with any other documents referred to below, is intended to help you understand in clear terms what personal data we collect, why we collect it and what we do with it.

Please read the following carefully to ensure that you understand what will happen with your personal data that you supply to us.

### **1. Who is collecting your personal data?**

This notice has been provided by Petex, which is the organisation that will be collecting your personal data upon the submission of this form. Our contact details are below.

Email: [edinburgh@petex.com](mailto:edinburgh@petex.com)

Tel: 0131 474 7030

Address: Petex House, 10 Logie Mill, Edinburgh EH7 4HG

### **2. The personal data we will be collecting from you**

By filling out this form we will be collecting the following personal data from you:

- Your name
- Your Company's Name
- Your position (optional)
- Your location
- Your telephone number
- Your fax number (optional)
- Your email address

### **3. Why are we collecting this personal data?**

Petex collects, processes and discloses your personal data only for specific and limited purposes. The purpose for collecting your personal details in this instance is to enable us to reply to your request submitted through the 'Contact Us' section of our website and to assist you with whatever query you may submit to us. It is therefore necessary for us to collect this limited personal data in order to be able to respond sufficiently to you in connection with your query, which will be of benefit to you, and is in the legitimate interests of both Petex and you personally (or the organisation that you represent).

### **4. Will your personal data be shared?**

As a global business, Petex shares your personal data internally, (which can include business transfers to Petroleum Experts Inc., our US entity, whose registered address is at 757 North Eldridge Parkway, Suite 510, Houston, Texas 77079 USA). Your data will not be shared with any other third parties. In particular, we do not disclose personal information about individuals to advertisers, nor do we sell your information to any other organisation for marketing purposes. However, disclosures may be required for legal purposes.

### **5. Security of your personal data**

Petex takes the security of your personal data seriously. Once it is received by us we take every effort to protect your personal data from misuse, interference, loss, unauthorised access, modification or disclosure. However, we cannot guarantee the security of transmission of information via the internet, which is done at your own risk.

### **6. Storage of your personal data**

We will store the personal data you have provided to us only for the period of time required to process your query, or the length of any agreements entered into.

### **7. Your rights in respect of the information that we hold about you**

You can exercise the rights you have in respect of your personal data at any point in time, which include, amongst other things, the right of access (subject to some exemptions), rectification and erasure of the data in certain circumstances. An overview of these rights and further information about the points set out above in this notice are contained within our privacy policy, which can be viewed [here](#).

### **8. How to contact us**

Questions or comments about this privacy notice should be addressed to [edinburgh@petex.com](mailto:edinburgh@petex.com) or in writing to Peteroleum Experts, Petex House, 10 Logie Mill, Edinburgh EH7 4HG. If you remain dissatisfied, you can make a complaint about the way we process your personal data to the Information Commissioner's Office (ICO). Details of how to do so can be found at <https://ico.org.uk/make-a-complaint>