

3<sup>rd</sup> May 2021

Dear Wellow Oil Group scheme member,

I am pleased to tell you that as of 03/05/2020 we have 259 members signed up to be part of the "Wellow Oil Group" oil buying scheme with an approximate overall annual oil consumption of 400,000 Litres. Please ask your friends and neighbours to sign up if they have not already done so. The more members there are the greater likely discount on the oil price and the more likely we are to get full tanker deliveries into Wellow and surrounding area.

More members can be added at any time, just let me know.

Now to how the scheme works: -

- I will e-mail (where I have an e-mail contact) each member of the group towards the end of each calendar month to enquire whether you need any oil delivered during the beginning of the following month. However, you can e-mail or telephone me at any time before the end of the third week in each calendar month with details of your oil requirements for the subsequent month. Those members who do not have e-mail addresses, please telephone me with your oil requirements during the third week of each month on 01225 833348 so that it may be included in the group requirement.
- The minimum delivery per group member is 500 litres and the overall group minimum is 2000 litres per delivery.
- Once you have given me your oil requirements I will collate the overall volume required and obtain a quote from a number of oil supply companies and obtain their best quote for the volume required for the next Wellow Oil Group delivery.
- Once the Wellow Oil Group requirements have been submitted to the most competitive oil supply company the order will be processed.
- Wellow Oil Group members will/should be contacted individually by the successful supplier to arrange payment and delivery. (I do not collect payment from our group members)
- You then make the necessary arrangements for payment and the supplier informs you when the Wellow Oil Group order is being scheduled for delivery.
- Your oil tank is then filled and you let me know when you require a further oil delivery in due course.
- *Please be aware that it is usual for oil supply companies to require you to pay up front for your delivery needs by a debit or credit card. If you are requested to do this please pay promptly as delays in your payment may affect the delivery to all group members.*
- Any other thoughts and suggestions are always appreciated.
- Under the **General Data Protection Regulation (GDPR)** (EU) 2016/679 and as a member of the Wellow Oil Group I hold personal data on you, namely, your name, address, telephone numbers and e-mail addresses. This information is kept in the form of various spread sheets on my personal desktop computer and hard copies of application to join forms. This information allows me to identify and contact you for the express purpose of inviting you to submit your heating oil requirements and allied products as a member of the Wellow Oil Group. It further allows me to contact you with information that may be relevant to you as a member of the Wellow Oil Group.
- I do not intend to disclose any personal data that I hold on you to any third party other than the various oil supply companies that Wellow Oil Group deals with both now or in the future for the express purpose of arranging your future oil deliveries and payment arrangements.
- Under GDPR you must opt in to the Wellow Oil Group keeping your personal data and by virtue of submitting the application form you give your express permission to do this. You may at any time request to have a copy of the personal data held and can opt out and have your data deleted. If you opt out you will no longer be a member of the Wellow Oil Group.

Richard Holland, Tel: 01225 833348  
E-mail: [rgmholland@outlook.com](mailto:rgmholland@outlook.com)