



## Privacy Notice

Tina Durward, Solicitor & External Data Privacy Officer (CIPP/E).  
Paperweight Legal Limited

This Privacy Notice explains how I collect, use and protect information about you from which you can be identified (your “**Personal Data**”) when you visit [www.lifescienceslegal.co.uk](http://www.lifescienceslegal.co.uk) or interact with me professionally, whether in person, virtually or at my office.

I keep my Privacy Notice under regular review. This version was last updated on 10<sup>th</sup> June 2026.

This Privacy Notice is organised into the following sections. You can also download a copy in PDF format.

1) About me and how to contact me .....	1
2) Data Protection Principles .....	1
3) Personal Data that I collect about you.....	2
4) How I collect Personal Data about you .....	2
5) How and why I use your Personal Data.....	3
6) Who I share your Personal Data with and may transfer it to.....	3
7) How long your Personal Data will be kept.....	4
8) Keeping your Personal Data secure .....	4
9) Your rights.....	4

### 1) About me and how to contact me

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I am a solicitor regulated by the Solicitors Regulation Authority. I provide services through my non-regulated limited company, Paperweight Legal Limited (“I”, “me” or “my”). I am the controller of Personal Data obtained through my website, [www.lifescienceslegal.co.uk](http://www.lifescienceslegal.co.uk), and during professional

interactions with you. This means I am legally responsible for deciding how and why that Personal Data is used.

My contact details are Tina Durward, Solicitor, Paperweight Legal Limited  
Email: [tina@paperweightlegal.com](mailto:tina@paperweightlegal.com)

You have the right to complain at any time to the Information Commissioner’s Office (ICO), the UK regulator for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)) or the supervisory authority where you habitually reside, work or where you believe an alleged infringement may have occurred. I would, however, appreciate the chance to address your concerns before you approach a supervisory authority and so please contact me in the first instance.

### 2) Data Protection Principles

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I am subject to the UK General Data Protection Regulation (“UK GDPR”). I am also subject to the EU GDPR in relation to services provided in the European Union (EU)/European Economic Area (EEA). These laws include data protection principles that I comply with when collecting, storing and using your Personal Data:

- ↳ I will process your Personal Data lawfully, fairly and transparently;
- ↳ I will collect your Personal Data only for the purposes that I explain to you and will not process your Personal Data in any way that is incompatible with those purposes;
- ↳ I will limit the Personal Data that I collect and process it only for the purposes communicated to you;
- ↳ I will keep your Personal Data up to date;
- ↳ I will keep your Personal Data only as long as needed for the purposes I have communicated to you; and
- ↳ I will make sure that your Personal Data is secure.

Given the nature of my website, I do not expect to collect Personal Data from anyone under eighteen (18) years old.

It is important that the Personal Data I hold about you is accurate and current. Please keep me informed if your Personal Data changes during your relationship with me.

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. I do not control these third-party websites and I am not responsible for their privacy statements. When you leave my website, I encourage you to read the privacy notice of every website you visit.

### 3) Personal Data that I collect about you

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The Personal Data that I may collect, use, store and transfer depends on the nature of our interactions and may include:

- ↳ your professional contact details including your job title, role, company or institution and registration number (where relevant), address, email and telephone number;
- ↳ information, feedback or other matters given to me by phone, email, post or via social media;
- ↳ transcripts and recordings of our meetings (if you choose to permit this);
- ↳ your activities on, and use of, my website;
- ↳ your professional online presence (for example your LinkedIn profile);
- ↳ information about the non-reserved legal services and data privacy services I provide to you;
- ↳ CCTV footage if you visit my office;
- ↳ information about how you use my website and technology systems;

- ↳ your preferences for receiving updates and information from me and third parties, and your communication preferences;

- ↳ your responses to surveys and questionnaires.

I may also collect, use and share aggregated data, such as statistical or demographic data, for any purpose. Aggregated data may be derived from your Personal Data, but it is not Personal Data if it does not directly or indirectly identify you. For example, I may aggregate website usage data to calculate the percentage of users accessing a specific page. If I combine aggregated data with your Personal Data so that it can identify you, I will treat the combined data as Personal Data and use it in accordance with this Privacy Notice.

I do not expect to collect Special Category Personal Data about you through my website or in the provision of my services. Special Category Personal Data includes information about race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, health, and genetic or biometric data. I may, however, process Personal Data, including Special Category Personal Data, for clients when providing legal and/or data privacy services. Where this is the case, the relevant processing activities and my obligations under applicable data privacy laws will be addressed contractually.

### 4) How I collect Personal Data about you

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I may collect Personal Data from and about you in a number of ways, including:

- ↳ when we correspond by email, telephone or post, or you complete an enquiry form on my website;
- ↳ when you access and interact with me via my SharePoint environment during the performance of legal and/or data privacy services;
- ↳ from publicly accessible sources, such as LinkedIn, Companies House, professional regulatory bodies and other specialised sources;

- ↳ when I request due diligence from third party due diligence providers;
- ↳ from my CCTV system if you visit my office.

## 5) How and why I use your Personal Data

Under data protection laws, I can only use your Personal Data where I have a lawful basis to do so, such as:

- ↳ Where you have given your consent;
- ↳ To comply with my legal and regulatory obligations;
- ↳ For the performance of a contract with you or in preparation, at your request, to enter into a contract with you; or
- ↳ For my legitimate interests, which is where I have a business or commercial reason to use your Personal Data that is not overridden by your own rights and interests. When needed, I will conduct an assessment to balance my interests against your own and you can request details of this assessment by contacting me (see My contact details above).

The following summarises what I may use your Personal Data for, and why:

- ↳ To provide my services to you. This is for the performance of a contract with you or in preparation, at your request, to enter into a contract with you;
- ↳ To conduct checks and confirm and verify your identity if you are a potential client or service provider. This is for my legitimate interests, including fraud prevention, and to comply with my legal and regulatory obligations;
- ↳ For operational reasons, such as improving efficiency, training and quality control. This is for my legitimate interests, i.e. the administration and improvement of my business;

- ↳ To understand how you use and move around my website, so that I can make it more intuitive. This is based on your consent, where required, via my website cookie banner, and otherwise on my legitimate interests in maintaining effective websites and services;
- ↳ To update and enhance my client records. This will depend on the circumstances and may be to perform my contract with you or to take steps at your request before entering into a contract with you, to comply with my legal and regulatory obligations and for my legitimate interests, i.e., making sure that I can keep in touch with clients and contacts;
- ↳ To enforce legal rights or defend or undertake legal proceedings. This is to comply with my legal and regulatory obligations and otherwise for my legitimate interests, namely protecting my business, interests and rights.

## 6) Who I share your Personal Data with and may transfer it to

I may share Personal Data with:

- ↳ third parties I use to help deliver my services and run my business, such as credit reference agencies, due diligence providers and notetakers, where I am satisfied that they have appropriate measures in place to protect your Personal Data;
- ↳ external auditors and professional advisers who are bound by confidentiality obligations;
- ↳ law enforcement agencies, courts, tribunals and regulatory bodies where required to comply with my legal and regulatory obligations; and
- ↳ other parties that have or may acquire control or ownership of my business, and their professional advisers, in connection with a significant transaction, restructuring event or insolvency, provided the recipients are bound by confidentiality obligations.

Very occasionally, the third parties with whom I share your Personal Data may be in countries outside the UK. If I share your Personal Data with a third party outside the UK, I will comply with applicable laws and only:

- ↳ transfer it to a third party in a country that ensures an adequate level of protection for your Personal Data ("adequacy"); or
- ↳ where the transfer is to a third party in a country without adequacy, ensure that appropriate safeguards are in place, such as approved standard contractual clauses.

### 7) How long your Personal Data will be kept

I will not keep your Personal Data for longer than I need it for the purpose for which it is used, unless applicable law requires or permits a longer retention period.

### 8) Keeping your Personal Data secure

I have put in place appropriate security measures to help prevent your Personal Data from being accidentally lost, used, accessed, altered or disclosed in an unauthorised way.

I limit access to your Personal Data to contractors, service providers and other third parties who have a business need to know. They may only process your Personal Data on my instructions and are subject to a duty of confidentiality.

If there is a suspected Personal Data breach, I will notify you and the ICO where I am legally required to do so.

### 9) Your rights

Under certain circumstances, you have rights under data protection laws in relation to your Personal Data. These rights are explained below:

- ↳ **Request access to your Personal Data** (commonly known as a "data subject access request"). This enables you to receive a copy of the

Personal Data I hold about you and to check that I am lawfully processing it.

- ↳ **Request correction of the Personal Data** that I hold about you. This enables you to have any incomplete or inaccurate data I hold about you corrected, though I may need to verify the accuracy of the new data you provide to me.
- ↳ **Request erasure of your Personal Data.** This enables you to ask me to delete or remove Personal Data where there is no good reason for me to continue processing it. You also have the right to ask me to delete or remove your Personal Data where you have successfully exercised your right to object to processing, where I may have processed your information unlawfully, or where I am required to erase your Personal Data to comply with law. I may not always be able to comply with your request for erasure for specific legal reasons, which I will notify to you, if applicable, at the time of your request.
- ↳ **Object to processing of your Personal Data** where I am relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground because you feel it impacts your fundamental rights and freedoms. In some cases, I may demonstrate that I have compelling legitimate grounds to process your information which override your rights and freedoms.
- ↳ **Request restriction of processing of your Personal Data.** This enables you to ask me to suspend the processing of your Personal Data in the following scenarios:
  - If you want me to establish the data's accuracy.
  - Where my use of the data is unlawful but you do not want me to erase it.
  - Where you need me to hold the data even if I no longer require it as you need it to establish, exercise or defend legal claims.

- Where you have objected to my use of your Personal Data but I need to verify whether I have overriding legitimate grounds to use it.
- ↳ **Request the transfer of your Personal Data to you or to a third party.** I will provide your Personal Data to you, or to a third party you have chosen, in a structured, commonly used, machine-readable format. This right only applies to automated information that you initially provided with your consent or that I used to perform a contract with you.
- ↳ **Withdraw consent** at any time where I am relying on consent to process your Personal Data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, I may not be able to provide certain services to you. I will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact me. See my contact details above.

You will not have to pay a fee to access your Personal Data (or to exercise any of the other rights). However, I may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, I could refuse to comply with your request in these circumstances.

I may need to request specific information from you to help me confirm your identity and ensure your right to access your Personal Data (or to exercise any of your other rights). This is a security measure to ensure that Personal Data is not disclosed to any person who has no right to receive it. I may also contact you to ask you for further information in relation to your request to speed up my response.

I try to respond to all legitimate requests within one month. Occasionally, it may take me longer if your request is particularly complex or you have made a number of requests. In that case, I will notify you and keep you updated.