



# PAPYRUS

PATENT & TRADE MARK ATTORNEYS

---

## DATA PROTECTION POLICY AND PRIVACY NOTICE

### GENERAL

The categories of people in regard to which personal data is held by Papyrus IP Ltd ("the firm"), the nature of the data and the places where it is held are set out in detail in the schedule which appears at the end of this document.

### PURPOSES FOR WHICH PERSONAL DATA IS HELD

The purpose for which personal data is held by the firm depends upon the category of person to which the data relates. In the case of an inventor, author, or owner of intellectual property, the data is held to enable documents to be created necessary for the execution of work requested by a client of the firm, much of which data may consequently be published by an official intellectual property office. The firm needs to retain data in relation to a person who requests advice from or action by the firm, or a person the firm asks to advise, act or supply, in order to communicate and to conduct business with that person. In the case of a member of staff of the firm, the data is used to enable the firm to meet its obligations to that person.

### THE POLICY OF THE FIRM IN RELATION TO PERSONAL DATA

The personal data retained by the firm shall not exceed that needed to fulfil the foregoing purposes. Care will be taken to ensure that it is not released to anyone other than those who need to know it for the above purposes. The supervising authority and the person to whom such data relates (the data subject) will be notified immediately upon any known breach of these undertakings. It is thought that the nature of the work conducted by the

firm does not generally require explicit permission to be sought from the data subject in order for it to be legally retained by the firm. However, when the firm obtains personal data to be held by the firm, it will notify the data subject of this policy either directly or via their representative with whom the firm is in communication either by letter or by a link within the email signature of the notifier. Furthermore, where such explicit permission is required, such data will only be retained in the event that such permission is granted. All reasonable effort will be made to ensure that all such data is removed and obliterated from all records of the firm after the completion of the period set by the Limitation Act 1980, namely six years, from the time that the data is no longer required to fulfil any of the foregoing purposes. An annual review will be made by a partner of the firm to ensure that the schedule is kept up-to-date, and that the foregoing policy is implemented.

#### **ACCURACY, QUERIES AND COMPLAINTS**

The firm will endeavour to keep all personal data accurate and up-to-date. Any requests regarding amendment or use made by the firm of personal data, including deletion thereof, and any complaints regarding the use of personal data by the firm, should be addressed to the firm by e-mail at [london@papyrus-ip.com](mailto:london@papyrus-ip.com), by telephone on +44 (0) 20 7556 1011, or by post to:

Papyrus IP Ltd  
Ealing Cross,  
85 Uxbridge Road,  
London W5 5BW  
United Kingdom

as well as to the partner of the firm concerned where this is immediately evident.

## THE SCHEDULE

Personal data is held by the firm where the person concerned is one or more of the following categories:

- (1) the inventor or one of the inventors of an invention in regard to which the firm is asked to act or advise;
- (2) the author or one of the authors of a design or copyright in regard to which the firm is asked to act or advise;
- (3) the owner or co-owner of an invention, design, copyright, trade mark or other intellectual property in regard to which the firm is asked to act or advise;
- (4) a person who requests advice from or action by the firm;
- (5) a person who the firm asks to advise, act or supply;
- (6) a member of staff of the firm.

The personal data may comprise one or more of the following:

- (a) the name of the person;
- (b) the nationality of the person;
- (c) the address of the person;
- (d) the telephone number or numbers of the person;
- (e) the e-mail address of the person;
- (f) the date of birth of the person;
- (g) the national insurance number of the person;
- (h) bank details of the person;
- (i) the amount paid by the firm to the person;
- (j) the amount paid by the person to the firm;
- (k) to what social media access the person is connected, such as facebook, twitter

and linked-in;

- (l) the company who employs the person;
- (m) intellectual property rights held by the person;
- (n) the credit worthiness of the person.

The data may be held by the firm in one or more of the following places:

- (i) in the file lists of the firm;
- (ii) in the renewal records of the firm;
- (iii) in paper and electronic files of the firm;
- (iv) in the accounts system of the firm;
- (v) within physical file wrappers and on computers, mobile telephones and other electronic devices of the firm.