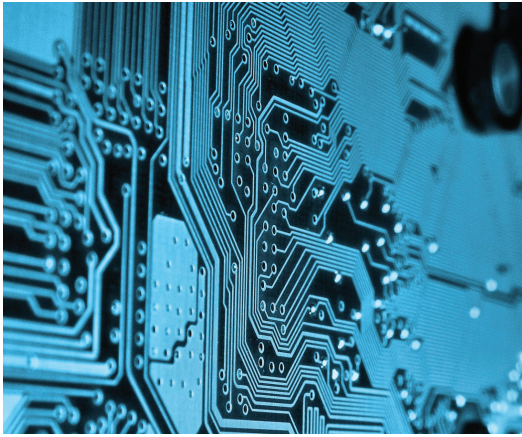


# NMI Legal Advice Helpline



## Exclusive legal services for members

A key aspect of successfully managing your legal affairs is knowing that when faced with a problem, you can access specialist legal advisers who understand your business and can act swiftly to resolve the issue.

To assist its members, NMI has joined forces with partner organisation Manches LLP to offer both free legal advice and a range of fixed fee services. Manches is a law firm based in the Thames Valley and London (but serving clients nationally) who specialise in advising technology businesses on a range of commercial issues. Their technology team is one of the largest outside of London.

## Legal helpline

Manches offers a free telephone hotline for initial advice, which we hope will give you an overview of the relevant legal implications. Following this initial advice, if you need any further advice, we are happy to discuss the work required and quote for carrying it out.

Our legal technology specialists can advise on a wide range of issues, including:

- Business terms and conditions
- Commercial contracts, including supplier and agency agreements
- Commercial disputes
- Company structure, buying and selling of businesses
- Confidentiality/non-disclosure agreements
- Data protection issues
- Directors' duties
- Distribution agreements
- E-commerce
- Employment issues, including key-worker and restrictive covenants
- Joint ventures
- Intellectual property ownership, protection and exploitation
- Outsourcing, including manufacturing agreements
- Partnerships
- Regulatory, including health & safety and product liability
- Research and development agreements
- Software licenses and hardware/systems contracts

To access the helpline, call **07551 875855** giving your name and company name.

## Fixed fee legal services

In addition to the free legal helpline, Manches provides the following fixed fee services exclusively for NMI members.

### Design Date Verification Service

When you have to prove that your designs were not copied from someone else's, or that someone else's may have been copied from yours, providing an independently verifiable date for your design or engineering drawings can be vital in helping protect your intellectual property.

# NMI Legal Advice Helpline

Manches can help you by certifying the date of any such drawings (from the date we receive them) and keeping a copy of them in legal storage. We charge £200 for storage of documents that fit into one standard-sized storage box, which we will store for a period of up to five years.

## Business Terms Audit

The use of standard business terms and conditions is fraught with risk, as commercial or industry-specific risks may not be adequately addressed in terms that have been designed for a very broad market. For £750, Manches will provide a review of your standard terms, which includes (1) sending you a questionnaire to complete in advance (2) reviewing both your response and your standard terms and (3) writing a high-level report which highlights any areas of concern and makes recommendations for their improvement.

## Data Protection Audit

Manches offers three fixed fee data protection audit packages:

- **Standard Audit:** this gives you an idea of the extent of your company's data protection obligations and whether your existing data protection policies (if any) are likely to be adequate.
- **Data Protection Audit:** if you collect data from individuals (e.g. in the course of e-commerce transactions) this audit analyses the extent to which your existing data protection notice (on your website or on hard copy, point of sale materials, for example) complies with applicable best practice guidelines.
- **Subject Access Requests Audit:** most businesses struggle to find the correct balance when faced with a data subject's requests for access to their personal data. This audit analyses your existing policies and gives you guidelines for the type of information that you may be required to disclose.

Each of the data protection audits can be purchased separately or as a combined package at a 10% discount for current NMI members.

## Next steps

To access the free legal helpline, call **07551 875855** giving your name and company name.

For further information or to take up any of our fixed fee services, contact either:

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