

NLM Website Privacy & Cookie Policy

Effective Date: 17th October 2025

Version: 1.0

Website: www.northernlightmicroscopy.com

Contact Email: contact@northernlightmicroscopy.com

Revision history

Version	Author	Version description	Date completed
1.0	Dr. Peter W. Tinning	Initial document	17/10/2025

1. Introduction

We are Northern Light Microscopy Ltd., a company incorporated in Scotland with registered number SC813751. Our trading office address is Room 534b, Technology & Innovation Centre, 99 George Street, Glasgow, G1 1RD.

Northern Light Microscopy (“we”, “our”, “us”) is committed to protecting your privacy and providing transparency about how we use your data. This Privacy and Cookie Policy explains:

What personal information we collect,

How we use and protect it, and

How we use cookies and similar technologies on our website.

We operate in compliance with the UK Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR).

2. Information We Collect

We may collect the following personal data:

- Contact information: Name, email address, and messages submitted via contact forms.
- Newsletter subscriptions: Name and email address.
- Site usage data: IP address, browser type, pages visited, and duration of visit (analytics).

We do not knowingly collect data from children under 16 and our website is not intended for children.

3. How We Use Your Information

Your personal data may be used to:

- Respond to enquiries submitted via contact forms.
- Send newsletters and updates if you have opted in.

- Improve our website and services through analytics.
- Maintain CRM records in Odoo for business communication purposes.

Sharing Information

- We may share personal data where necessary with: - Professional advisors, including accountants, auditors, lawyers, insurance providers, and banking or legal services. –
- Investors and shareholders, for legitimate business purposes. –
- Trade associations or accreditation bodies, for compliance or membership purposes.
- Law enforcement agencies or regulators such as HMRC, where required by law.
- We do not sell your personal data to third parties.

4. Legal Basis For Processing

Our lawful bases for processing personal data include:

- Consent: When you sign up for newsletters or marketing.
- Legitimate interests: For responding to enquiries, maintaining CRM records, sharing information with professional advisors, investors, or regulators, and improving website performance.

5. Data Retention

- Data relating to website users is generally retained for no longer than 12 months, unless it is used to provide ongoing services.
- Individual customer data is generally retained for up to 7 years after concluding services, unless required for legal, regulatory, or accounting purposes.

6. Your Rights

You have the right to:

- Access your personal data.
- Correct inaccuracies.
- Request deletion (“right to be forgotten”).
- Restrict or object to processing.
- Withdraw consent where applicable.
- Request data portability.

To exercise your rights, contact: contact@northernlightmicroscopy.com

7. Cookies

Cookies are small text files stored on your device to enhance website functionality, remember preferences, and analyse usage.

Types of Cookies

We Use We use several types of cookies on our website. Essential cookies are necessary for core website functions. Analytics cookies help us track site usage and improve performance. Functional cookies remember your preferences and newsletter sign-ups. Marketing cookies may be used in the future to deliver relevant content.

Third-Party Cookies

We may use third-party analytics services, such as Google Analytics, which may set cookies on your device. Their use is governed by their own privacy policies.

Managing Cookies

You can manage or disable cookies through your browser settings. Note that disabling some cookies may affect website functionality.

8. Security

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, loss, or disclosure.

9. Changes To This Policy

We may update this policy from time to time. Updates will be posted on this page with the effective date.

10. Contact Us

For questions regarding this Privacy and Cookie Policy or your personal data:

Email: contact@northernlightmicroscopy.com

Address: Northern Light Microscopy Ltd., Room 534b, Technology & Innovation Centre, 99 George Street, Glasgow, G1 1RD