

Legal — Inbox Document

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Legal — Morning Update Thread

From: I. Thomas (Team Lead)

To: Legal Team

Date: 2026-03-28 08:30

Subject: Daily update + action items

Morning team,

Quick update on where we stand. We have 6 items needing attention today:

- Regulatory Filing for Westport Travel Agency: Status is "Pending". Awaiting response from merchant.
- GDPR Request for Verdant Gardens Nursery: Status is "In-Review". Awaiting response from merchant.
- NDA for Thornwood Legal Chambers: Status is "Flagged". Needs follow-up by Friday. URGENT — deadline approaching.
- NDA for Lakeshore Camping: Status is "Approved". Awaiting response from merchant.
- GDPR Request for Hluboký V 1ã Status is "Flagged". Needs follow-up by Friday.
- Partnership for Craig's Bakery: Status is "Pending". Awaiting response from merchant.

Also flagging that Westport Travel Agency has come up 2 times this week across different Vendor Agreement and NDA items. Might be worth looking at whether there's an underlying pattern here.

G. Davies is on leave until Tuesday, so J. Roberts is covering their queue.

The Jira board shows 15 items in backlog, 7 in progress. Let's aim to close at least 6 today.

Reminder: Contract Review Checklist SOP was updated last week — please review if you haven't already.

Replies:

Q. Harris (08:45)

The Verdant Gardens Nursery issue from yesterday is resolved. Turned out to be a NDA mismatch — the data in DocuSign didn't sync properly. I've updated the LSD ticket.

D. Brown (09:02)

I'm looking at Thornwood Legal Chambers now. The Legal_Status shows "Expired" but Compliance_Status says "N/A". Something's not right — will investigate.

P. Young (09:15)

Can someone check Lakeshore Camping? I think we need to escalate but I can't access OneTrust (privacy management) to verify.