

WJ Business Support Ltd

Privacy Policy & Cookies Policy

Privacy Policy

Last updated: June 2026

Who We Are

At WJ Business Support, we help businesses with operational support, governance, compliance, administration, customer experience and business improvement services. When you contact us, visit our website or become a client, we may collect and use some personal information. This policy explains what we collect, why we collect it and how we look after it.

What Information We Collect

- Name
- Company name
- Job title
- Email address
- Telephone number
- Information included in enquiries or messages
- Information required to provide our services

We may also collect technical information such as IP address, browser type, device information, pages visited and time spent on the website.

Why We Collect It

To respond to enquiries, provide quotations, deliver services, manage client relationships, improve our services, meet legal obligations and protect our business from fraud or misuse.

Our Commitment

We believe in being open, straightforward and transparent in how we work, including how we handle your information. We will never sell your information to anyone.

How Long We Keep Information

General enquiries: up to 24 months.

Client records: up to 7 years after services end.

Financial records: as required by law.

Your Rights

You have the right to access, correct, restrict, object to or request deletion of your information where applicable.

Cookies Policy

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What Are Cookies?

Cookies are small files placed on your device when you visit a website. They help websites function correctly and improve the visitor experience.

Essential Cookies

Used for website security, saving preferences and basic functionality. These do not require consent.

Analytics Cookies

Used to understand how visitors use our website and identify opportunities for improvement. These will only be used with your consent.

Marketing Cookies

We do not currently use marketing or advertising cookies. If this changes, we will update this policy and seek consent where required.

Managing Your Preferences

Visitors can accept, reject or manage non-essential cookies through the website cookie banner and browser settings.

Contact

contact@wjbusinesssupport.co.uk