

# Privacy Policy

Last updated: 18 July 2026

WW Computer Systems Ltd ("WWCS", "we", "us", "our") is committed to protecting your privacy. This policy explains what personal data we collect when you visit our website or use our services, how we use it, and your rights under UK GDPR and the Data Protection Act 2018.

WWCS is a Managed Service Provider based in London, with offices in London, Leeds and Sheffield.

## 1. Who we are

|                                     |                                                                   |
|-------------------------------------|-------------------------------------------------------------------|
| <b>Data Controller:</b>             | WW Computer Systems Ltd                                           |
| <b>Company registration number:</b> | 06169343                                                          |
| <b>ICO registration number:</b>     | ZB157848                                                          |
| <b>Registered address:</b>          | Ground Floor, Cooper House, 316 Regents Park Road, London, N3 2JX |

**Contact us about privacy matters:**

|               |                 |
|---------------|-----------------|
| <b>Email:</b> | info@wwcs.co.uk |
| <b>Phone:</b> | 020 8958 1347   |

**Offices:**

- **London (Head Office):** Cooper House, 316 Regents Park Road, London, N3 2JX
- **Leeds Hub:** New Station St, Leeds, LS1 4DY
- **Sheffield Office:** Norfolk St, Sheffield City Centre, Sheffield, S1 1DA

## 2. What personal data we collect

We collect personal data in the following ways:

### a) When you contact us

When you fill out a form on our website (e.g. our Contact page), we collect:

- Name
- Email address
- Telephone number
- Any information you provide in your message

This data is submitted via our website form and processed by our third-party form provider, HubSpot (see Section 5).

### b) Automatically, through cookies and similar technologies

When you visit our website, certain information is collected automatically via cookies — see our Cookie Policy for full details of what we use and why.

### c) When you engage with us as a client

If you become a WWCS client, we may collect further information necessary to deliver IT support and services, governed separately by your service agreement with us.

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### 3. How we use your data

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We use personal data to:

- Respond to enquiries submitted through our website
- Provide, manage and improve our IT services
- Send you information you've requested about our services
- Understand how visitors use our website, to improve it (via analytics)
- Comply with our legal obligations

**Legal basis for processing.** We rely on:

- **Consent** — for non-essential cookies and marketing communications
- **Legitimate interests** — for responding to enquiries and improving our website/services
- **Contract** — for delivering services to existing clients
- **Legal obligation** — where required by law (e.g. tax records)

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### 4. Cookies

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Our website uses cookies and similar technologies. Some are strictly necessary for the site to function; others (such as analytics and marketing cookies) are only used with your consent, which you can give or withdraw at any time via the cookie banner or the "Manage Cookies" link on our website.

For full details of the specific cookies we use, their purpose, and how long they last, see our **Cookie Policy**.

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### 5. Third parties we share data with

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We use a small number of trusted third-party services to help run our website and services. These providers process data on our behalf, under their own privacy and security terms:

| Provider         | Purpose                                            | More information         |
|------------------|----------------------------------------------------|--------------------------|
| HubSpot          | Contact form submissions, marketing communications | HubSpot's Privacy Policy |
| Google Analytics | Website usage analytics                            | Google's Privacy Policy  |
| Google reCAPTCHA | Spam/bot protection on our contact form            | Google's Privacy Policy  |

We do not sell your personal data to any third party.

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### 6. Where your data is stored

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Some of our third-party providers (e.g. Google, HubSpot) may store or process data outside the UK/EEA. Where this happens, we ensure appropriate safeguards are in place, such as Standard Contractual Clauses, in line with UK GDPR requirements.

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## 7. How long we keep your data

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We keep personal data only for as long as necessary for the purposes it was collected:

- Contact form enquiries: 24 months, unless you become a client
  - Client records: for the duration of our service agreement and as required afterwards for legal/accounting purposes
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## 8. Your rights

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Under UK GDPR, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate data
- Request deletion of your data ("right to be forgotten")
- Object to or restrict certain processing
- Withdraw consent at any time (where processing is based on consent)
- Lodge a complaint with the Information Commissioner's Office (ICO) at [ico.org.uk](https://ico.org.uk)

To exercise any of these rights, contact us at [info@wwcs.co.uk](mailto:info@wwcs.co.uk).

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## 9. Changes to this policy

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We may update this policy from time to time. The "last updated" date at the top of this page reflects the most recent revision.

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## Contact us

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If you have any questions about this Privacy Policy or how we handle your data, please contact us:

**Email:** [info@wwcs.co.uk](mailto:info@wwcs.co.uk)

**Phone:** 020 8958 1347