Privacy notice

Your information, explained plainly

What we collect, why we use it, who helps us process it and the choices you have.

Source last updated: 26 September 2026. This notice applies to the WeekFound website, enquiries, assessments, referrals, customer workspaces, relevant business outreach and our direct business relationship with you.

Who we are

WeekFound Ltd is the data controller for personal information collected through this website. WeekFound Ltd is registered in England and Wales under company number 17469464. Its registered office is Suite RA01, 195-197 Wood Street, London, E17 3NU, United Kingdom. You can contact us about privacy at hello@weekfound.co.uk.

Information we collect

When you send an enquiry, we collect your name, work email address, company name and anything you choose to tell us about what you would like to discuss. If you book a Time-Back Review, we also receive the name, email address, appointment time and any notes you provide through Microsoft Bookings. The enquiry record may include the page you used, a referring page and campaign parameters attached to the link. If you register a referral, we collect your own name and contact details, the business name you referred, whether you are a client, and the information needed to verify and provide a reward. If you use a detailed assessment, we may also collect information about your role, team, process and the result generated for you. Approved customers may provide a work email address to access a private workspace containing project requests, messages, status information and files they choose to upload. For carefully selected business-to-business outreach, we may collect professional contact details, role information and relevant facts about an incorporated business from public sources such as its website, Companies House, a job advert or a professional directory. Our hosting and security providers may process limited technical information such as an IP address, browser details and request times to deliver and protect the website.

How and why we use it

We use your information to answer enquiries, discuss possible improvements, assess and deliver requested services, authenticate approved workspace users, manage project requests and files, send service updates, verify and administer referrals, understand which outreach and landing pages produce enquiries, keep appropriate business records, protect our website and systems, and meet legal obligations. The lawful basis will normally be taking steps at your request before a contract, performing a contract, our legitimate interests in operating, improving, promoting and securing WeekFound, or a legal obligation. We rely on consent only where we specifically ask for it, and consent can be withdrawn at any time without affecting earlier lawful processing.

AI-assisted assessments

If you choose to use an AI-assisted assessment, the business and process information you provide may be sent to OpenAI to help draft the result. Your name and email address are withheld from that request. The API request is configured not to create a stored response and API data is not used to train OpenAI models unless WeekFound explicitly opts in, but limited request and response data may still be retained temporarily for safety and abuse monitoring under the provider's terms. The result is preliminary and is not used to make a legal or similarly significant decision about you.

Relevant business outreach

WeekFound may contact a limited number of people at incorporated organisations when public business information shows a specific process that our services may help improve. We use this information for relevant business development and normally rely on our legitimate interests, after considering the necessity and likely effect on the person contacted. We identify WeekFound, explain why we made contact, link to this notice in the first message and provide a simple way to opt out. Where information came from another source, we provide this privacy information no later than one month after collecting it. We do not use purchased lists, and we do not send unsolicited marketing emails to sole traders or unincorporated partnerships without consent or another valid exception. We keep a suppression record so that anyone who objects is not contacted again.

Customer projects and workspaces

Required form fields are needed so that we can respond, provide an assessment, authenticate you or deliver the requested service. If you do not provide them, we may be unable to continue. Please do not send passwords, bank details or special-category personal information unless WeekFound has specifically agreed a secure method and a genuine need for it. When WeekFound processes personal information only on a customer's documented instructions while building or supporting a system, the customer will normally remain the controller and WeekFound will act as its processor under the relevant service and data-processing terms.

Cookies and website measurement

Advertising cookies are optional. LinkedIn advertising measurement runs only after targeting consent on eligible public marketing pages. Cloudflare Web Analytics is used to understand aggregate visits, popular pages, referral sources and website performance without placing analytics cookies or tracking individual visitors across sites. Cloudflare also protects the website and uses Turnstile on enquiry forms to distinguish genuine visitors from automated traffic. That security check processes limited browser and request signals, not the answers typed into the form. The customer workspace uses a strictly necessary, secure session cookie after sign-in. More detail is available in our Cookie Policy.

LinkedIn Insight Tag (LinkedIn Ireland Unlimited Company) runs only after you allow targeting cookies on public marketing pages. It measures visits and website actions, supports advertising attribution and can support retargeting. LinkedIn receives the page URL, referrer, IP address, browser/device information and timestamp, and can match visits to LinkedIn members. Website Actions can collect page names and button interactions. We do not send form answers or email addresses through enhanced matching. The tag is excluded from enquiry, referral, private account, workspace and legal pages. Page visits and button clicks are not treated as completed enquiries. You can reject targeting cookies or withdraw consent at any time in Cookie settings; withdrawal reloads the page to stop the tag. LinkedIn

cookies may remain on your device until they expire or you clear them; see LinkedIn's cookie table for current names and durations, including UserMatchHistory and AnalyticsSyncHistory (30 days). See the LinkedIn Privacy Policy and cookie table. Advertising-tracking information updated 22 October 2026.

Google Ads (Google Ireland Limited) measures visits from our ads on eligible public pages only after you allow targeting in Cookie settings. Google can receive the page address, referring site, browser and IP information and ad-click identifiers. Google may use advertising cookies such as _gcl_aw for up to 90 days. On the enquiry page, a successfully saved enquiry sends a random enquiry reference to Google for conversion measurement. We do not send names, email addresses, messages or other form answers. Automatic form detection and enhanced conversions are off. We do not use this tag to personalise ads. You can withdraw consent in Cookie settings. See Google Privacy Policy and how Google uses advertising cookies. This section was updated on 17 November 2026.

With your analytical consent, WeekFound also measures page visits, enquiry starts, successfully saved enquiries, booking-link clicks and campaign sources. Campaign labels are held in session storage for this visit. These funnel records are kept for 30 days and do not contain your form answers, email address or a persistent visitor identifier. Clicking a booking link is not recorded as a confirmed appointment. You can withdraw analytical consent through Cookie settings.

Who we share information with

We use OpenAI Sites and Cloudflare to host, secure and measure aggregate use of the website and to provide database and file storage, Resend to deliver enquiry and service emails, Microsoft Bookings and Outlook to arrange Time-Back Review appointments, and WeekFound's private customer-management system to manage enquiries. OpenAI may also process the limited assessment information described above. We may share necessary information with professional advisers, insurers or authorities where required for advice, insurance, legal compliance or the establishment, exercise or defence of legal rights. Providers receive only the information needed for their service. We do not sell personal information.

International processing

Some technology providers may process information outside the United Kingdom. Where data-protection law requires it, we rely on a UK adequacy regulation or appropriate contractual safeguards, such as the UK International Data Transfer Agreement or the UK Addendum to approved standard contractual clauses. You can ask us for more information about the safeguard relevant to your information.

How long we keep it

If an enquiry does not become a project, we normally keep it for up to 24 months after the last meaningful contact. Unsuccessful referral claims are normally reviewed or deleted within 24 months of the last contact; reward and payment records may be kept for up to six years. Business-outreach prospect records are normally reviewed or deleted within 12 months if there is no meaningful engagement. We keep the minimum information needed on a suppression list for as long as needed to respect an objection. One-time workspace sign-in links expire after 15 minutes and normal workspace sessions after 14 days. Project messages and files are kept while the workspace is active and are normally reviewed for deletion within 24 months after it closes, unless they are needed for an ongoing service, dispute or legal obligation. Records connected with proposals, contracts, services, payments or disputes may be kept for up to six years after the relationship ends, or longer where the law requires it. Security records are kept only for as long as reasonably needed for protection and investigation. We delete or anonymise information when it is no longer needed.

Security and personal data breaches

We use proportionate technical and organisational safeguards designed to protect personal information. If we become aware of a security incident involving personal information, we will investigate, contain and record it, assess the likely risk to people and meet any legal notification duties. This may include notifying the Information Commissioner's Office within 72 hours where required and informing affected people without undue delay where the incident is likely to create a high risk to them.

Your information rights

Depending on the circumstances, you may ask for access to your personal information, correction, deletion, restriction, portability, or withdrawal of consent. Some rights depend on the lawful basis and are not absolute. Email hello@weekfound.co.uk with your request. We may need to confirm your identity and will normally respond within one calendar month.

Your right to object

You can object where we rely on legitimate interests. You have an absolute right to stop your personal information being used for direct marketing at any time. WeekFound does not add website enquiries to a marketing list automatically. To object or opt out, email hello@weekfound.co.uk. We may retain the minimum information needed to respect your preference in future.

Questions and complaints

Please contact hello@weekfound.co.uk first so we can try to resolve your concern. You also have the right to complain to the Information Commissioner's Office, the UK's data-protection regulator, through ico.org.uk or by calling 0303 123 1113. We will update this notice when our website or handling of personal information changes.