



Triangle Services Ltd

Privacy Policy

Our contact details

Name: Triangle Services Ltd.
Address: 7 Hunns Mere Way, Brighton, BN2 6AH
Phone Number: 01273 305888
E-mail: info@triangle.org.uk
Website: www.triangle.org.uk

If you need any help understanding what this policy means for you please call us on 01273 305888 and we will be happy to help explain

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, date of birth and information provided in supporting the delivery of our services from professional bodies)
- Employee data which includes the above as well as criminal records history, postal address, email addresses, telephone numbers and financial information

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Because you work for us or have applied for a position to work with us
- Because you have contacted us to enquire about our professional services, either directly or via a solicitor or local authority

We also receive personal information indirectly, from the following sources in the following scenarios:

- Solicitors firms and those involved in individual cases being heard within the justice sector

We use the information that you have given us in order to

- Manage our employee responsibilities
- Process data in line with our responsibilities to our service users

We may share this information with

- Those directly involved within the justice system or local authority as required and / or directed by court order
- External companies for the purposes of paying our staff (Xero, The Creative Pensions Trust)
- The Disclosure and Barring service when we are recruiting new people or for maintaining our liabilities for existing staff.
- Our IT service partners RightClick Ltd.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@triangle.org.uk

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

- We keep information to do with our case work or service users for 7 years after the completion of the case. We will then dispose this information by securely shredding any paper documents and erasing your data from our online systems.
- We keep employee personally identifiable data for 5 years. We will then dispose your information by securely shredding any paper documents and erasing your data from our online systems.
- We keep HMRC, tax and payroll data for 7 years. We will then dispose your information by securely shredding any paper documents and erasing your data from our online systems.
- We keep recruitment and applicant data for no longer than 3 years, we will then dispose your information by securely shredding any paper documents and erasing your data from our online systems.

Third party data sharing

Triangle promises to never sell your data to anyone.

We will only share your data outside of Triangle as already outlined within this policy

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@triangle.org.uk 01273 305888 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Triangle Services Ltd

By Post Triangle Services, 7 Hunns Mere Way, Brighton, BN2 6AH

By email info@triangle.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>