



Privacy Policy Personnel

Our contact details.

Name: Triangle Adventure Playground Association
Address: Ashmole Street, London, SW8 1NT
Phone Number: 07900475143
E-mail: triangleapg@gmail.com
Website: triangleadventureplayground.com

The type of personal information we collect.

We currently collect and process the following information:

- Name, address, phone number and email address
- Bank account details for salary payment
- Personal employment information, National insurance number for tax
- We use the Disclosure and barring service to ensure you are able to work with children. We hold the number and date only

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:

- To pay you for your work
- To ensure you are allowed to work for a child focused charity

We use the information that you have given us in order to pay you contact you and make sure we are compliant as a charity.

We may share this information with our pay role provider and DBS service.

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

(a) Your consent. You can remove your consent at any time by contacting HR@triangleadventureplayground.com

(b) We have a legal obligation

(c) We need it to perform a public task

(d) We have a legitimate interest

Policy adopted November 2023 Reviewed March 2025

Triangle Adventure Playground Association-encouraging community cohesion through play since 1957
Charity No: 303145

How we store your personal information

Your information is securely stored on our password protected google drive, with access limited to the Chair, HR, Treasurer and Finance admin.

We keep the employment information you give us in a personnel file under our HR google drive, for your period of employment until the end of the financial year for payroll purposes.

We will then dispose your information by deleting the data from the drive, keeping only a note of your name and dates of employment for reference.

DBS information is checked and deleted apart from the name, number, and date.

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 HR@triangleadventureplayground.com 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 HR@triangleadventureplayground.com

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>