

Privacy Notice – Councillor Ingrid Flaubert

This privacy notice explains how Cllr Flaubert processes personal data in relation to casework and policy enquiries.

1. Data Controller

The Data Controller is **Cllr Flaubert**, City Councillor for Trumpington Ward, Cambridge City.

2. What does the Councillor's Office do?

The Councillor's office carries out the duties of an elected representative. This includes:

- Responding to casework enquiries from residents
- Handling policy queries
- Communicating updates about local issues, events, and advice surgeries

To do this, we may need to collect and process personal data from individuals who contact us.

3. Lawful Basis for Processing

We process personal data primarily under the lawful basis of **public task**, as required to perform the functions of an elected Councillor.

Where this basis does not apply and consent is required, we will seek your **explicit consent** before processing your data.

We are committed to ensuring that any personal data we collect is:

- Relevant and limited to what is necessary
- Used only for legitimate purposes
- Handled in a way that respects your privacy

4. Sharing Your Information

Where necessary to progress your enquiry, we may share your personal data with relevant third parties, such as:

- Local authorities
- Government departments and agencies
- Public bodies and regulators
- NHS organisations and health trusts

All third parties are required to:

- Keep your data secure
- Use it only for the specific purpose for which it was shared
- Retain it only as long as necessary

We will not use your personal data in ways that go beyond your reasonable expectations when contacting us.

5. Data Retention

Unless you request otherwise, we will retain your personal data for as long as Councillor Ingrid Flaubert holds office.

6. Your Rights

Under data protection law, you have the following rights:

- **Right of access** – to request a copy of the personal data we hold about you
- **Right to rectification** – to correct inaccurate or incomplete data
- **Right to erasure** – to request deletion of your data in certain circumstances
- **Right to restrict processing** – to limit how your data is used in certain situations
- **Right to data portability** – to receive your data in a transferable format
- **Right to object** – to object to certain types of processing, including direct marketing
- **Rights related to automated decision-making and profiling** – although we do not carry out such processing

If we refuse a request, we will explain why. You also have the right to lodge a complaint with the Information Commissioner's Office.

7. Contact

If you have any questions about this notice or how your data is handled, you can contact the Councillor's office:

- **Email:** ingridflaubert@gmail.com
- **Post/Telephone:** Details available via Cambridge City Council

Please note that we may request proof of identity when responding to data protection requests.