LIMUN 2027

# Portal Privacy Policy

**LIMUN Portal Privacy Policy:**

1. About this Privacy Notice
   - 1.1. This Privacy Notice explains how personal data is collected, used, stored, and protected on the LIMUN Portal. The Portal is owned and operated by the London International Model United Nations Foundation, 45b Oxford Road, London (referred to in this Notice as "the Platform", "the Portal", "we" or "us"). "You" and "the user" refers to any person who creates an account on, or otherwise accesses or uses, the Portal.
   - 1.2. We are committed to safeguarding your privacy and all other users of the Platform. We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
   - 1.3. By using the Portal you acknowledge you have read this Notice. If you do not agree with the terms and conditions of this Notice, please do not create an account or continue to use the Platform.

2. Who we are
   - 2.1. The London International Model United Nations Foundation is the controller of the personal data processed through the Portal. This means we decide why and how your personal data is used.
   - 2.2. The Foundation organises Model United Nations conferences and related events or activities. The Portal is the system through which Delegates, Faculty Advisors, Chairs, and Staff register for these activities, manage their participation and receive communication about them.
     - 2.2.1. Controller: London International Model United Nations Foundation
     - 2.2.2. Address: 45b Oxford Road, London
     - 2.2.3. Registration number: 1159324
     - 2.2.4. Contact for data protection matters: enquiries@limun.org.uk

3. Account data and profile data
   - 3.1. We collect and use the following categories of personal data when you register for and use the Portal.
   - 3.2. Account data: This is the information needed to create and secure your account: your name, email address, and your login credentials. Passwords are not stored in readable form.
   - 3.3. Profile data: This is the information you add to your profile or provide when registering for a conference: your school or institution, your country or committee preferences, your role (for example delegate, head delegate, advisor or chair), your date of birth or age group, dietary or accessibility requirements, and emergency contact details. You choose what to include in optional profile fields.

3.4. Participation data: This includes records of the conferences you register for, committee and delegation assignments, position papers or other materials you submit through the Portal, and any awards or feedback recorded in connection with your participation.

3.5. We use this data to:

3.5.1. Create and manage your account and authenticate you when you log in;
3.5.2. Process conference registrations and assign delegations and committees;
3.5.3. Communicate with you about the conferences and activities you have joined;
3.5.4. Keep the Portal and conferences safe, and meet our legal and safeguarding obligations;
3.5.5. Improve the Portal and the services we provide.

3.6. Our lawful bases for this processing are, depending on the activity, performance of a contract with you (providing the services you have registered for), our legitimate interests in running and improving the Foundation's activities, compliance with legal obligations, and your consent where we ask for it. Where we rely on consent, you may withdraw it at any time.

3.7. Users under 18. Many participants in Model United Nations are school-age. Users under 18 must register with the knowledge of a parent, guardian or supervising teacher, and we ask for the minimum personal data needed. We do not use the data of younger users for marketing purposes. A parent or guardian may contact us at any time to ask about, correct or delete a child's data.

4. Cookies and usage data

4.1. The Portal uses cookies and similar technologies. Strictly necessary cookies keep you logged in and protect your session; the Portal cannot function without them and they do not require your consent. You can also control cookies through your browser settings, although blocking necessary cookies will prevent you from logging in.

4.2. When you use the Portal, our systems automatically record technical information such as your IP address, browser type and version, device type, the pages you visit, and the dates and times of your visits. We use this information to keep the Portal secure, diagnose faults, and understand how the Portal is used so that we can improve it. We do not use usage data to build advertising profiles, and we do not sell personal data.

5. Data retention and expiration

5.1. We keep personal data only for as long as it is needed for the purposes described in this Notice, or as required by law.

5.1.1. Account and profile data is kept while your account remains active. If you do not log in for 24 months, we will contact you and, if there is no response, delete or anonymise the account.

5.2. Conference participation records are kept for 5 years after the conference ends so that we can handle enquiries, verify attendance and awards, and produce anonymised statistics.

5.3. Safeguarding, incident and health-related records are kept for as long as our safeguarding and legal obligations require.

5.4. Usage and log data is kept for 6 months, unless it is needed to investigate a security incident.

5.5. Backups are overwritten on a regular cycle, so deleted data may remain in backups for up to 90 days before it is permanently removed.

5.6. When the retention period ends, we delete the data or anonymise it so that it can no longer be linked to you.

6. Your rights as a user

6.1. Under data protection law you have the following rights in relation to your personal data:

6.2. Access: You may ask for a copy of the personal data we hold about you.

6.3. Rectification: You may ask us to correct data that is inaccurate or incomplete. Much of your data can be edited directly in your profile.

6.4. Erasure: You may ask us to delete your data where it is no longer needed, where you withdraw consent, or where we are not otherwise entitled to keep it.

6.5. Restriction: You may ask us to limit how we use your data in certain circumstances, for example while a correction is being checked.

6.6. Portability: Where we process your data by automated means on the basis of consent or contract, you may ask for it in a structured, commonly used, machine-readable format.

6.7. Objection: You may object to processing based on our legitimate interests, and you may object at any time to direct marketing.

6.8. Withdrawal of consent: Where we rely on consent, you may withdraw it at any time without affecting the lawfulness of earlier processing.

6.9. To exercise any of these rights, contact us using the details in the final section of this Notice. We may need to verify your identity before acting on a request. We will respond within one month, and we do not charge a fee unless a request is clearly unfounded or excessive.

7. Service providers that handle your data

7.1. We use a small number of trusted service providers to operate the Portal. They act as processors, handling personal data on our behalf, under written agreements, and only on our instructions. We do not permit them to use your data for their own purposes.

7.2. Google Cloud

7.2.1. The Portal is hosted on infrastructure provided by Google Cloud, operated by Google LLC and its affiliates. Google Cloud provides the servers, networking and related services on which the Portal runs. Google processes data under its Cloud Data Processing Addendum, and applies its own technical and organisational security measures. Our data is hosted in the following region: europe-west2-c (London).

7.3. Supabase

7.3.1. We use Supabase, Inc. to provide authentication, database and file storage services for the Portal. Your account data, profile data and any files you upload are stored and managed through Supabase. Supabase processes this data on our behalf under its Data Processing Addendum. Our Supabase project is hosted in the following region: West-EU (Ireland).

8. Contact you will receive from us

8.1. We will contact you by email, and where appropriate through notifications on the Portal, in the following circumstances:

8.1.1. Service messages. These include account verification, password resets, registration confirmations, committee and delegation assignments, schedule changes, and important notices about conferences you have joined. You cannot opt out of service messages while you hold an account, because they are necessary to provide the service.

8.1.2. Updates about future activities. With your consent, or where the law otherwise permits, we may tell you about future conferences and Foundation activities. Every message includes a way to unsubscribe, and you can also change your preferences in your profile at any time.

8.2. We will never ask for your password by email.

9. Complaints and Contact

9.1. If you have a question about this Notice, or wish to exercise any of your rights, please contact us:

London International Model United Nations Foundation, 45b Oxford Road, London. Email: **enquiries@limun.org.uk**

9.2. We will try to resolve any concern you raise. If you are not satisfied with our response, you have the right to complain to the Information Commissioner's Office (ICO), the UK's data protection authority, at ico.org.uk or on 0303 123 1113.

9.3. We may update this Notice from time to time. The date of the latest revision appears at the top of this page, and where changes are significant we will notify you through the Portal or by email.