

# HabsMUN 2026 Advisor Portal Privacy Notice

Last updated: 16/11/25

This Privacy Notice explains how HabsMUN (“we”, “us”, “our”) collects, uses, stores, and protects personal data submitted through the HabsMUN Advisor Portal (“the Portal”).

This Privacy Notice explains how we collect, use, store, and protect personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## 1. Data Controller

The data controller responsible for the processing of your personal information is:

HabsMUN  
Haberdashers’ Elstree Schools  
Aldenham Road  
Elstree, Hertfordshire  
WD6 3BT

Email: [habsmun@habselstree.org.uk](mailto:habsmun@habselstree.org.uk)

## 2. Personal Data We Collect

### A. Delegate Data

We collect the following information for each delegate:

- First and last name
- School/organisation
- Dietary requirements and allergies
- Medical or accessibility information (only where necessary)
- Committee and country assignments
- Attendance information

### B. Advisor Data

- For advisors attending the conference:
- First and last name
- Email address
- Phone number (optional but recommended for emergencies)
- Dietary requirements and allergies
- Attendance information
- Any additional relevant information provided by the advisor

## C. Account Information

- Email address linked to the Portal login
- Password (stored in encrypted form)

## Special Category Data

Some personal data we collect is considered special category data, including:

- Medical information
- Dietary restrictions linked to health conditions

This data is handled with additional safeguards.

## 3. Data Entered by Teachers/Advisors on Behalf of Delegates and Other Advisors

Teachers and advisors (“Group Leaders”) have the ability to enter data about:

- Delegates (students), and
- Other adult advisors from their institution

By submitting any individual’s information into the Portal, Group Leaders confirm that:

### 3.1 Delegates

They have obtained the appropriate consent:

- From the delegate if they are 18 or older, or
- From a parent/guardian if the delegate is under 18.

Delegates (and parents/guardians, where applicable) have been informed that their data will be shared with HabsMUN for the purposes described in this Notice.

Any special category data (e.g., medical information) has been collected with explicit consent.

### 3.2 Other Adult Advisors

They have obtained explicit permission or authorisation from the other advisor(s) before submitting their personal data, including dietary or medical information.

Advisors whose data is being entered have been informed that their information will be processed by HabsMUN for event administration and safety purposes.

### 3.3 General Responsibilities

Group Leaders also confirm that:

- The information provided is accurate and relevant.
- They comply with their organisation’s own data protection policies.

- They will not provide unnecessary or excessive personal data.

We may request evidence of consent or authorisation where appropriate.

## 4. How We Use Personal Data (Purpose of Processing)

We process your data for the following purposes:

### For Running the Conference

- Registering advisors and delegates
- Assigning committees and delegations
- Planning logistics and room allocations
- Ensuring dietary needs are met
- Managing attendance and safeguarding responsibilities

### For Safety and Emergency Purposes

- Contacting advisors
- Responding to medical or welfare incidents
- Providing essential information to emergency services if required

### For Portal Functionality

- Creating and securing user accounts
- Allowing users to update delegate or advisor information
- Exporting data for administrative use

No automated decision-making or profiling is used.

## 5. Legal Basis for Processing

We rely on the following legal bases under the UK GDPR:

### A. Contract (Article 6(1)(b))

Processing necessary to organise and run your participation in the conference.

### B. Legitimate Interests (Article 6(1)(f))

For security, fraud prevention, and ensuring a well-run event.

### C. Legal Obligation (Article 6(1)(c))

For safeguarding, health and safety, and record-keeping duties applying to schools.

### D. Consent (Article 6(1)(a), Article 9(2)(a))

- Medical information
- Dietary requirements linked to health

- Any other special category data
- Delegate data provided by Group Leaders, where required

Consent can be withdrawn at any time by contacting us.

## 6. How We Store and Protect Your Data

We use appropriate technical and organisational measures including:

- Encrypted password storage
- Access only for authorised staff
- HTTPS-secured connections
- Regular system auditing
- Restricted download/export permissions

Your data is stored on secure servers located in:

- The United Kingdom

## 7. Data Sharing

We may share personal data with:

- School staff organising HabsMUN
- Catering teams (dietary needs only)
- Emergency services if required
- Host venue security staff
- School safeguarding teams, where required

We never sell personal data to third parties.

## 8. Data Retention

Personal data will only be retained for as long as necessary.

Standard Retention Periods

- Delegate and advisor information: deleted within 90 days after the event
- Portal account information: removed within 1 year of the event
- Internal administrative records: kept in line with school safeguarding policies

You will be informed if retention periods change.

## 9. Your Data Protection Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Rectify inaccurate or incomplete data

- Erase your data (“right to be forgotten”)
- Restrict or object to processing
- Data portability
- Withdraw consent at any time

To exercise any of these rights, contact us at:

[habsmun@habselstree.org.uk](mailto:habsmun@habselstree.org.uk)

If you are a delegate under 18, your parent/guardian may exercise these rights on your behalf.

## 10. Complaints

If you have concerns about how we handle your data, you can contact:

Information Commissioner’s Office (ICO)

Website: [www.ico.org.uk](http://www.ico.org.uk)

Phone: 0303 123 1113

We encourage you to contact us first so we can resolve the issue.

## 11. Changes to This Privacy Notice

We may update this notice to reflect changes in our practices or legal requirements.

Any updated version will be posted on the HabsMUN Website ([habsmun.com](http://habsmun.com)).

## 12. Contact Us

If you have questions about this Privacy Notice or your data, contact us at:

[habsmun@habselstree.org.uk](mailto:habsmun@habselstree.org.uk)