

# PRIVACY POLICY

When you visit our website [www.rijnmun.org](http://www.rijnmun.org) or contact us, we receive data about you which we store and use in certain ways. In this document we aim to explain what data we collect from you and how we treat it. If you have any concerns about how we use your data, please contact us. This privacy policy may be amended if we deem it necessary. Therefore, we suggest regularly reviewing this privacy policy so you are aware of any changes that may take place. This privacy policy was last updated on the 17<sup>th</sup> March 2024.

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## 1. When you apply to this privacy policy

This privacy policy is applicable to any person whose personal data we have, store, and or process. This concerns the personal data of everyone who has contacted us, or whose data has reached us in some other way, such as visitors. Personal data is defined as all data and information that can be traced back to an individual. This includes a person's name, telephone, number, IP address, customer number, or surfing behaviour.

## 2. Who receives your data

The technical team of Rijnlands Lyceum Oegstgeest Model United Nations is responsible for the website [www.rijnmun.org](http://www.rijnmun.org) and therefore any personal data that is collected through it. We may also collect your data through Google forms applications or through email when you contact us. In that case, the RijnMUN Secretariat is responsible for the use of your data. How we use your data is described in this privacy policy. The full details are:

Rijnlands Lyceum Oegstgeest (Model United Nations)  
Apollolaan 1a  
2343 BA Oegstgeest

### 3. Whose data do we use

We process the personal data of everyone who has had contact with us. Any data collected by us through our website is anonymous and used to measure performance metrics. Data can be collected from visitors, business customers, contact persons, and our partners, amongst others.

### 4. How we get your data

We receive data from you as soon as you:

- fill in data on our website, google forms, or other means
- contact us by mail, email, telephone, or other means

We receive data from you anonymously as soon as you:

- visit our website

### 5. What data we use

We may use the following data:

- name
- sexual orientation (F/M/X)
- email address
- nationality
- age and date of birth
- telephone number
- payment details
- photographs
- film material
- dietary requirements
- surfing behaviour on our website for website analytics (anonymous)
- school name and contact information
- MUN director and contact information

Please note that if you voluntarily submit data that we did not ask for, it will be stored as any other data we collect, and that we cannot be held accountable for its possession.

### 6. What we use your data for

Your data is used for:

- Completing the registration process and notifying you of your registration status
- Providing customer support

- Monitoring website access (anonymously collected)
- Performing analyses in order to improve our service
- Detecting, preventing and addressing technical issues
- Notifying you regarding future events

Your personal data will only be used after we have received your consent to use your personal data or to provide the best service to our customers which cannot be done otherwise without the information.

## 7. How long we store your data

Your personal data will be kept for as long as necessary for the purpose which we use your data. Afterwards, your data will only be kept for statistical purposes. For further information regarding how long we store your data please contact us.

## 8. Who we share your data with

- *Service providers:* your data may be shared with third-party services who assist us in operating our website
- *Business partners:* your data may be shared with trusted business partners and affiliates to offer you a better experience; your consent will be requested when required by law
- *Legal compliance:* your data may be shared when requested by law, such as a government request

## 9. The safety of your data with us

We take reasonable measures to ensure the safety of your data with us. Your data is safely secured in Google servers and third-party hosting service providers. While we strive to protect your information, no transmission nor storage method is entirely secure, thus we cannot guarantee the absolute security of your data.

## 10. Yours rights concerning this privacy policy

### *Right to information*

We must explain to you understandably and clearly what we do with your data and what control you have over it. This is why this privacy policy has been written.

### *Right to access your data*

You may contact us at any time to view the data we hold about you.

### *Right to amend your data*

You may contact us at any time to correct your data if it is incorrect or incomplete.

### *Right to object*

You may object to the processing of your personal data if you do not agree with the way we handle it. This applies to the data we use for direct marketing. You may also indicate that you no longer wish to receive emails from us.

### *Right to restriction*

You may ask to limit the use of your data, meaning that in certain cases we may only store your data but not use it.

### *Right to be forgotten*

You may ask us to delete all data we have about you. We will then delete all data that can be traced back to you. In some cases, we cannot or may not yet delete your data. For example, we must keep some data for 7 years for the tax authorities.

All requests or complaints can be sent via email to [rijnmunsecretariat@gmail.com](mailto:rijnmunsecretariat@gmail.com). We aim to process every request or complaint within 30 working days. If you submit multiple complaints, or a complex request or complaint this may take longer. If this is the case, we will contact you within 60 working days. In certain cases we may ask you to provide information to identify yourself to ensure that we are showing the correct person their personal data.

## 11. Rules that apply to this privacy statement

Our privacy policy meets several conditions under the Dutch General Data Protection Regulation as well as general rules that apply under Dutch law.

## 12. Cookie usage

On our website we only collect analytical data, meaning that we do not collect cookies. However, our website makes use of some third-party services which may use cookies. If you do not wish these third parties to collect cookies from you, you can block these in your browser settings.

## 13. Data of minors

We do not target minors in any way. If you are under 18, we may still need some of your personal data for functional purposes, which we will ask to be submitted to us. If you are under the age of 18, you need permission from a parent or guardian for this. When your data is submitted to us and you are a minor, we assume that you have received this permission before submitting it.

## 14. Questions about this privacy policy

Please feel free to contact us at [rijnmunsecretariat@gmail.com](mailto:rijnmunsecretariat@gmail.com) for any questions regarding our privacy policy. We will respond to your question as soon as possible.