



BILKENT HISTORICAL MODEL UNITED NATIONS DATA PROTECTION DECLARATION

The following data protection regulations apply to all participants of a Bilkent Historical Model United Nations (BHMUN) conference regarding the:

1. collection, storage, access, processing, and use of personal data;
2. publication of personal data online;
3. disclosure of personal data to third party companies.

Prior to the BHMUN conference, all participants must provide:

- A. consent for the collection, storage, access, processing and use of personal data;
- B. consent for the publication of personal data online;
- C. consent for the disclosure of personal data to third party companies.

Limited information is shared with third party companies for printing purposes which is explained further in this declaration. All rules and regulations regarding the collection, storage, access, processing, use, publication and disclosure of personal data are strictly adhered to by all relevant members of the BHMUN conference team. Once data is collected, the following BHMUN conference team members can view personal data supplied by the applicant(s):

- Secretary-General of Academic Team
- Secretary-General of Organisation Team
- Deputy Secretary-General
- Head of Communication and Public information (CPI)
- Head of Internal Relations

All participants' personal data is strictly limited to these members meaning no data is communicated to others within the BHMUN team.

1. The collection, storage, access, processing, and use of personal data

The Personal data of all participants is collected prior to starting the BHMUN conference. This includes:

- Full Name;
- Date of Birth;
- Turkish ID or Passport Number;
- Nationality;
- Email Address;
- Mobile / Cell Phone Number;
- Mailing Address;
- Full Name of Institution;
- Vegetarian Option;
- Food Allergies;
- Disability;
- Details of Prior MUN Conference(s) Attended
- Acceptance of the BHMUN 'Code of Conduct'.

All data collected is stored on Google Drive under the BHMUN conference organisation using bhmun@bilkent.edu.tr email address. All personal data can be accessed by only the aforementioned BHMUN conference team members who were elected to their respective roles by the BHMUN club members for organisational purposes directly relating to the BHMUN conference.

A participants' date of birth is necessary in order to observe the restrictions placed by the BHMUN team members to ensure all participants meet the minimum age requirements for attending the event. The Turkish citizenship number or passport information is collected to ensure the identity of each participant. The mobile number, email and mailing addresses are collected to ensure the appropriate means for communicating with each participant. The institution name is collected to ensure all participants are attending from a high school. For any serious cases, for example smoking or illegal substance abuse such as drinking alcohol, the relevant school principal will be contacted and informed since BHMUN conference is a school related event. Data concerning eating habits and allergies is collected to ensure the BHMUN team members can offer food in accordance with the well-being of each participant. We welcome any participant who has a disability as the conference is open to all those who wish to participate in debating world issues. Details of any prior conferences is requested to ensure participants are allocated to suitable committees for the duration of the conference.

2. Publication of Personal Data Online

Some personal data is uploaded to the BHMUN website and affiliated social media accounts. This data includes, but is not limited to, name and surname, still images and / or video recorded data. This data will be held on the BHMUN website and affiliated social media accounts unless a request is received in which to remove it. Participants may request to have this data removed without indicating any necessary reason. Any participant may email such a request to the Head of CPI at: bhmun@bilkent.edu.tr

3. Disclosure of Personal Data with Third Party Companies

Participant names and surnames are printed on 'badges' prior to the start of each BHMUN conference which must be worn at all times by each and every participant. These badges are used to gain entrance to Bilkent University campus and Bilkent Hotel which are the locations used throughout the four day event. Permission will not be granted to enter either location after the badge has been issue to ensure security is maintained at all times throughout the conference. At the end of the conference, a certificate of attendance is given to all participants who meet the minimum requirements. Some delegates are also given an award for 'Best Delegate' that includes a small placket with their full name engraved.

All participant names and surnames are shared with Bilkent University security so they can maintain control of access for those who have and have not been authorised to be on campus at any given time.

4. Right of Access and Revocation

Each participant has the right to request information about all peronal data collected, stored, accessed, processed or used by BHMUN team members. This information will be provided by the Head of Communcation, Public Information on behalf of BHMUN confrence organisation. The consent to the collection, processing and use of personal data given by each participant can be withdrawn at any time without indicating any necessary reason. This also applies to the consent of online publication(s) and display of still image(s) and / or video recorded data. Any such participant can email their request to the Head of CPI at: bhmun@bilkent.edu.tr