

UNITED GLOBAL MODEL UNITED NATIONS (UGMUN)

CONFERENCE DATA PROTECTION POLICY

DATA PROTECTION NOTICE

This Data Protection Notice (“Notice”, or “Policy”) sets out the basis which the United Global Model United Nations Foundation (“we”, “us”, or “our”) may collect, use, disclose or otherwise process personal data of individuals in accordance with the Personal Data Protection Act (“PDPA”). This Notice applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

SCOPE OF POLICY

1. As used in this Notice:
 - a. “Applicant” means any individual who:
 - i. has applied for a position in our organisation, or
 - ii. has signed up to participate in any events organised by, related to, or otherwise affiliated with us;
 - b. “Participant” means any individual who has participated in any events organised by, related to, or otherwise affiliated with us, regardless of the duration of involvement;
 - c. “Staff Member” means any individual who holds a position with us, whether on a part-time, temporary, or full-time basis;
 - d. “Personal Data” refers to data, whether true or not, about an individual who can be identified:
 - i. from that data, or
 - ii. from that data and other information to which we have or are likely to have access.
2. This Policy shall apply to all persons who have been, or are involved with us in some capacity, including but not limited to:
 - a. Applicants,
 - b. Participants, and
 - c. Staff Members.

PERSONAL DATA

3. Depending on the nature of your interaction with us, some examples of personal data which we may collect from you include your:
 - a. age,
 - b. Community-Health Assist Scheme (CHAS) card status,
 - c. country of residence,
 - d. date of birth,
 - e. dietary requirements,
 - f. educational institution,
 - g. educational status,
 - h. email address,
 - i. emergency contact details, including:
 - i. contact number of emergency contact,
 - ii. full name of emergency contact,
 - iii. relationship to emergency contact,
 - j. full name and alias,
 - k. gender,
 - l. health conditions,
 - m. nationality,
 - n. partial NRIC number,
 - o. photographs and other audio-visual information, and
 - p. contact number.
4. Other terms used in this Notice shall have the meanings given to them in the PDPA (where the context so permits).

COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

5. We generally do not collect your personal data unless:
 - a. it is provided to us voluntarily by you directly or via a third party who has been duly authorised by you to disclose your personal data to us (your “authorised representative”) after:
 - i. you (or your authorised representative) have been notified of the purposes for which the data is collected, and

- ii. you (or your authorised representative) have provided written consent to the collection and usage of your personal data for those purposes, or
 - b. the collection and use of personal data without consent is permitted or required by the PDPA or other laws.
- 6. We shall seek your consent before collecting any additional personal data and before using your personal data for a purpose which has not been notified to you (except where permitted or authorised by law).
- 7. Where you provide us with the personal data of a third party (such as an emergency contact), you represent and warrant that you have obtained that individual's consent to disclose their personal data to us for the purposes set out in this Notice. You agree to indemnify us against any claims arising from your failure to obtain such consent.
- 8. We may collect and use your personal data for any or all of the following purposes:
 - a. performing obligations in the course of or in connection with our provision of the goods and/or services requested by you,
 - b. verifying your identity,
 - c. responding to, handling, and processing queries, requests, applications, complaints, and feedback from you,
 - d. managing your relationship with us,
 - e. processing payment, refunds, and other financial transactions,
 - f. administering grants, sponsorships, financial assistance programmes, reporting obligations, audits and programme evaluations,
 - g. complying with any applicable laws, regulations, codes of practice, guidelines, or rules, or to assist in law enforcement and investigations conducted by any governmental and/or regulatory authority,
 - h. any other purposes for which you have provided the information,
 - i. transmitting to any unaffiliated third parties, including our third party service providers and agents, and relevant governmental and/or regulatory authorities, whether in Singapore or abroad, for the aforementioned purposes, and
 - j. any other incidental business purposes related to or in connection with the above.
- 9. We may disclose your personal data:
 - a. where such disclosure is required for performing obligations in the course of or in connection with our provision of the goods and services requested by you, or

- b. to third-party service providers, agents and other organisations we have engaged to perform any of the functions with reference to the above-mentioned purposes.
- 10. The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under a contract with you).

WITHDRAWING YOUR CONSENT

- 11. The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time as it is withdrawn by you in writing. You may withdraw consent and request us to stop collecting, using and/or disclosing your personal data for any or all of the purposes listed above by submitting your request in writing or via email to our Data Protection Officer at the contact details provided below.
- 12. Upon receipt of your written request to withdraw your consent, we may require a reasonable amount of time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process your request within thirty (30) business days of receiving it.
- 13. Whilst we respect your decision to withdraw your consent, please note that depending on the nature and scope of your request, we may not be in a position to continue providing our services to you, and we shall, in such circumstances, notify you before completing the processing of your request. Should you decide to cancel your withdrawal of consent, please inform us in writing in the manner described in Clause 10 above.
- 14. Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclosure without consent is permitted or required under applicable laws.

ACCESS TO AND CORRECTION OF PERSONAL DATA

- 15. If you wish to make
 - a. an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or

- b. a correction request to correct or update any of your personal data which we hold about you, you may submit your request in via email to our Data Protection Officer at the contact details provided below.
- 16. Please note that a reasonable fee may be charged for an access request. If so, we will inform you of the fee before processing your request.
- 17. We will respond to your request as soon as reasonably possible. In general, our response will be within thirty (30) business days. Should we not be able to respond to your request within thirty (30) days after receiving your request, we will inform you in writing within thirty (30) days of the time by which we will be able to respond to your request. If we are unable to provide you with any personal data or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).
- 18. Please note that depending on the request that is being made, we will only need to provide you with access to the personal data contained in the documents requested, and not to the entire documents themselves. In those cases, it may be appropriate for us to simply provide you with confirmation of the personal data that our organisation has on record, if the record of your personal data forms a negligible part of the document. Please note that we are not obliged to provide Participants, Staff Members, or Applicants with documents created solely for evaluative or deliberative purposes. Such documents include, but are not limited to, internal assessment or tracking records relating to awards, committee allocations, recruitment or appointment decisions, disciplinary proceedings, investigation reports, performance evaluations, or decisions relating to suspension or termination.

PROTECTION OF PERSONAL DATA

- 19. To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures such as minimised collection of personal data, authentication and access controls (such as good password practices, need-to-know basis for data disclosure, etc.), and usage of One Time Password (OTP) / 2-Factor-Authentication (2FA) / Multi-Factor Authentication (MFA) to secure access.
- 20. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

DATA BREACH NOTIFICATION

21. In the event of a data breach affecting your personal data, we will assess the breach to determine whether it is notifiable under the PDPA, namely whether it results in, or is likely to result in, significant harm to any affected individual, or whether it is, or is likely to be, of a significant scale.
22. Where we assess a data breach to be notifiable, we will notify the Personal Data Protection Commission (PDPC) as soon as practicable, and in any event no later than three (3) calendar days from the date we complete our assessment.
23. Where required, we will also notify affected individuals as soon as practicable, at the same time as or after our notification to the PDPC, together with information on the steps you may take to protect yourself from the consequences of the breach.
24. We will strive to take reasonable and expeditious steps to contain and remediate any data breach upon becoming aware of it, regardless of whether the breach is ultimately assessed as notifiable.

ACCURACY OF PERSONAL DATA

25. We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Officer in writing or via email at the contact details provided below.

RETENTION OF PERSONAL DATA

26. We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.
27. We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or business purposes.

TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE

28. We may store and process your personal data using cloud-based and third-party service providers (including, but not limited to, cloud-based productivity, storage, communication and registration platforms), whose servers may be located outside of Singapore. Where this occurs, we will take reasonable steps to ensure that your personal data continues to receive a standard of protection that is at least comparable to that provided under the PDPA, including through contractual or platform-level safeguards offered by such service providers.
29. Where we transfer personal data outside Singapore, we will comply with the Transfer Limitation Obligation under the PDPA and take reasonable steps to ensure that recipients provide a comparable standard of protection.

DATA PROTECTION OFFICER

30. You may contact our Data Protection Officer if you have any enquiries or feedback on our personal data protection policies and procedures, or if you wish to make any request. Our data protection officer is:

Mr. Louis Chua
Data Protection Officer
ugmunfoundation@gmail.com

EFFECT OF NOTICE AND CHANGES TO NOTICE

31. This Notice applies in conjunction with any other notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.
32. We may revise this Notice from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your continued use of our services constitutes your acknowledgement and acceptance of such changes.

Effective date : 22/07/2026

Last updated : 22/07/2026