



PRIVACY POLICY

How BCA collects, uses, stores and protects personal data.

Document Control	Details
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Document Type	Public Organizational Policy
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Approved By	Board of Directors / Executive Committee
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Review Due	31 March 2027
Website Version	Yes - for Organizational Policies page

This policy is a public reference document of Bengal Culinary Association (BCA). It is intended to support transparency, member protection, operational discipline, and compliance. It shall be read with the Memorandum of Association, Articles of Association, BCA Bylaws, applicable laws of India, and valid Board resolutions.

Grievance / Contact: info@bengalculinaryassociation.com | +91 7001131885

Website: www.bengalculinaryassociation.com | Registered Office: Jamlapur, Mukshimpara, Purbasthali, Purba Bardhaman, West Bengal - 713513

1. PURPOSE

This Privacy Policy explains how BCA collects, uses, stores, shares, protects, corrects, and deletes personal data of members, applicants, students, home chefs, professional chefs, volunteers, chapter representatives, event participants, donors, sponsors, partners, website visitors, and other stakeholders.

BCA processes personal data only for legitimate institutional purposes connected with membership, certification, programs, events, communications, compliance, governance, welfare, and public-interest culinary development.

2. SCOPE

This policy applies to data collected through BCA website forms, membership forms, event forms, payment confirmations, emails, WhatsApp or telephone communication, social media pages, registration desks, workshops, competitions, certificates, grievance forms, chapter applications, and partnership interactions.

This policy applies to digital personal data and to non-digital records that are later digitized for BCA operations.

3. PERSONAL DATA BCA MAY COLLECT

- Identity data: name, photograph, age/date of birth where required, gender where voluntarily provided, ID proof details where necessary for verification.
- Contact data: mobile number, WhatsApp number, email address, postal address, city, state, country.



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BENGAL CULINARY ASSOCIATION

Empowering Culinary Arts • Hospitality • Skill Development • Social Welfare

Registered under Section 8 of the Companies Act, 2013 | Ministry of Corporate Affairs, Government of India

CIN: U88900WB2024NPL270122 | PAN: AAMCB5395E | TAN: CALB26091C

- Professional data: chef category, home chef status, student details, institution, employer, experience, awards, certificates, skills, portfolio and bio.
- Membership data: membership category, member number, application records, renewal records, upgrade history and member ID details.
- Payment data: transaction reference, receipt details, invoice information, sponsorship records and refund records. BCA should not store full card numbers or confidential banking passwords.
- Program data: event registration, attendance, certificates, photos, videos, competition entries, feedback and assessment records.
- Website data: IP address, browser/device information, cookies, form submissions and analytics data where used.

4. PURPOSE OF PROCESSING

- To process membership applications, renewals, upgrades, certificates and member identity cards.
- To manage workshops, competitions, events, leadership programs, mentorship sessions and chapter activities.
- To issue certificates, medals, awards, letters, receipts, invoices and official communication.
- To verify eligibility, prevent misuse, handle grievances and protect BCA reputation.
- To comply with Companies Act, tax, accounting, audit, payment, statutory and legal obligations.
- To publish approved member achievements, event photographs, press notes and social media highlights where consent or legitimate institutional basis exists.
- To improve website, member experience, training quality and communication.

5. CONSENT, NOTICE AND WITHDRAWAL

Where consent is required, BCA will collect consent through application forms, checkboxes, written declarations, email confirmation, WhatsApp confirmation, registration forms, event attendance consent, or other clear affirmative action.

A person may withdraw consent by writing to BCA. Withdrawal may affect services that depend on the relevant data, such as membership ID, certification verification, event access or communication.

6. DATA SHARING

BCA does not sell personal data. Data may be shared only where required for BCA purposes, statutory compliance or authorized service delivery.

- With authorized BCA directors, staff, committee members or chapter coordinators for approved work.
- With payment processors, website vendors, cloud service providers, designers, printers, auditors, legal advisors, CA/CS, event partners or certification service providers under limited purpose.
- With government authorities, law enforcement or courts where required by law.
- With the public only when publishing approved member recognition, event photos, certificate verification data, public directories or website content as per BCA rules.

7. DATA SECURITY

BCA shall use reasonable administrative, technical and physical safeguards to protect personal data from unauthorized access, misuse, loss, alteration or disclosure.

- Access to member records should be role-based and limited.



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- Sensitive documents should be password protected or kept in restricted folders.
- Public website uploads should not expose Aadhaar, PAN, personal addresses, DSC details or private bank information unless legally necessary and approved.
- Device, email and cloud access used for BCA records should be protected with strong passwords and two-factor authentication where available.

8. RIGHTS AND REQUESTS

Subject to applicable law and BCA verification, individuals may request access, correction, updating, deletion, withdrawal of consent, grievance review, or clarification about how their data is used.

Requests should be sent to info@bengalculinaryassociation.com. BCA may verify identity before acting on a request and may refuse or defer deletion where legal, audit, certification, grievance, payment, dispute or compliance retention is required.

9. COOKIES AND WEBSITE ANALYTICS

BCA may use cookies, analytics tools or similar technologies to improve website performance, understand traffic and secure online services. Users may control cookie settings through their browser, subject to website functionality.

10. CHILDREN AND STUDENTS

Where BCA collects information relating to minors or students, it shall collect only necessary information and may require parent/guardian, institution or teacher confirmation where appropriate.

11. UPDATES

BCA may update this Privacy Policy from time to time. Material changes should be approved internally and uploaded on the official website with revised version details.

DOCUMENT APPROVAL AND SIGNATURE BLOCK

This public copy may be uploaded on the BCA website after Board approval and internal record keeping.

Approval Item	Details
Approved by	Board of Directors / Executive Committee
Board Resolution No.	BCA/BR/2025-26/001
Approval Date	31 March 2026
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Review Due	31 March 2027
Authorized Signatory	Dr. (Hon.) Chef Sushanta Barui, Founder & Director
Signature	
Seal / Stamp	

End of document.



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