

Portsmouth Culinary Association

Website Compliance Pack

Version: 1.0

Date: 26/10/2025

About This Document

This Compliance Pack has been prepared by Portsmouth Culinary Association to outline the organisation's commitment to transparency, legal compliance, and data protection.

It contains all essential website and operational policies required under UK law, including:

- 1. Privacy Policy – explaining how we collect, use, and protect personal data.**
- 2. Cookie Policy – outlining how cookies and tracking technologies are used on our website.**
- 3. Website Terms & Conditions – defining the rules for use of our website and services.**
- 4. Accessibility Statement – our ongoing commitment to making our website accessible to everyone.**
- 5. Legal Disclaimer – clarifying limitations of liability and external content.**
- 6. Copyright Notice – confirming intellectual property ownership and permitted use.**

Our Commitment

At Portsmouth Culinary Association, we are dedicated to operating with integrity, professionalism, and respect for our community.

We take compliance seriously and are committed to maintaining the highest standards of:

- Data protection (in line with UK GDPR and the Data Protection Act 2018)**
- Transparency and fairness in all communications**
- Accessibility and inclusion for all website users**
- Intellectual property protection for our creative and educational materials**

This pack ensures that our website, services, and communications reflect these values and remain compliant with applicable UK and international regulations.

Contact Information

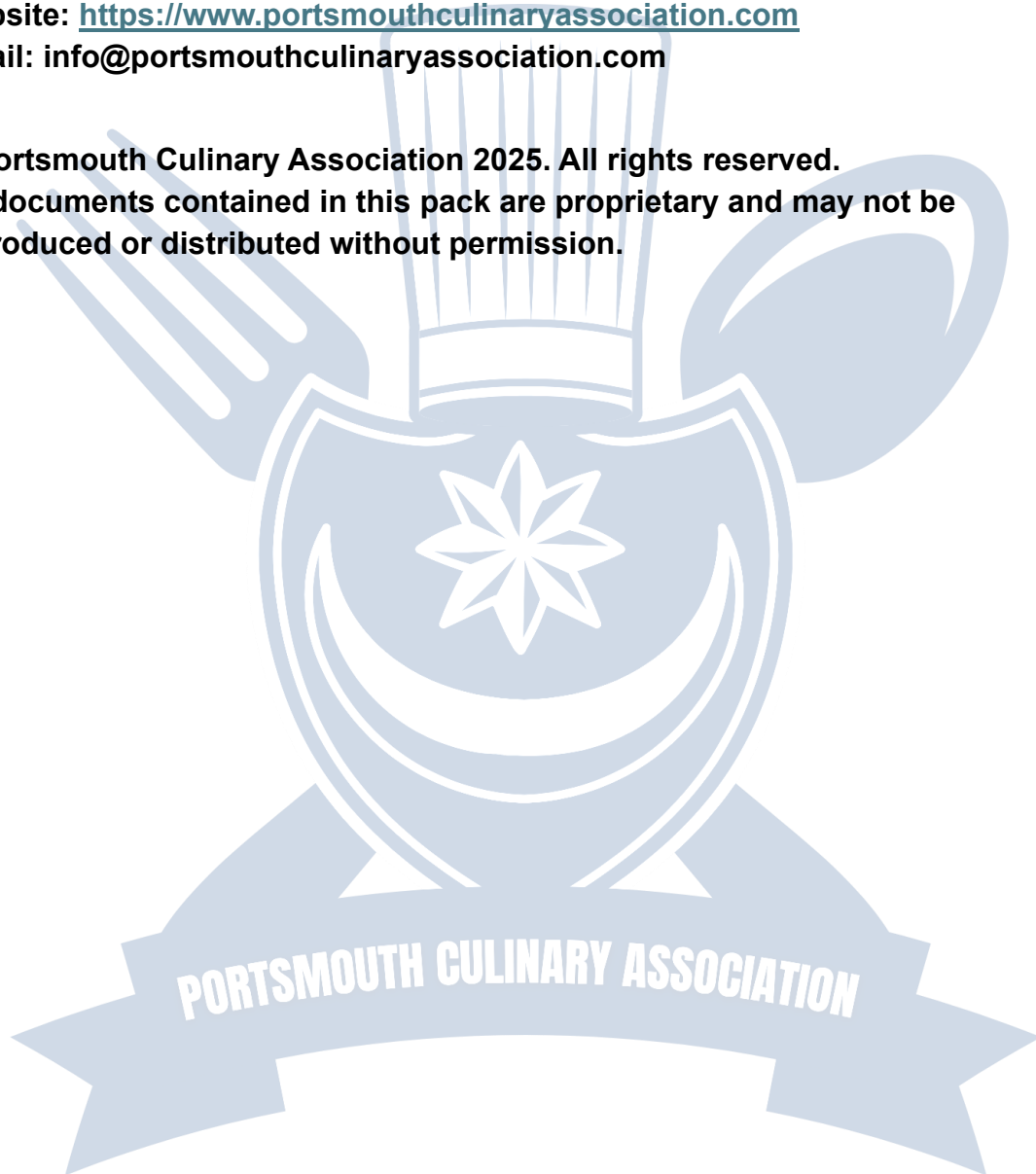
Portsmouth Culinary Association

Website: <https://www.portsmouthculinaryassociation.com>

Email: info@portsmouthculinaryassociation.com

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All documents contained in this pack are proprietary and may not be reproduced or distributed without permission.



Privacy Policy

Last updated: 26/10/2025

1. Introduction

Welcome to the Portsmouth Culinary Association (“we”, “our”, “us”).

We respect your privacy and are committed to protecting your personal data. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website

<https://www.portsmouthculinaryassociation.com> (the “Site”).

Please read this policy carefully to understand how we handle your information. By using our Site, you agree to this Privacy Policy.

2. Who We Are

Portsmouth Culinary Association is a UK-based organisation dedicated to supporting and promoting the local food and hospitality community.

Email: info@portsmouthculinaryassociation.com

Website: <https://www.portsmouthculinaryassociation.com>

We are the “data controller” for the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

3. The Data We Collect

We may collect and process the following types of personal data:

- **Identity Data** – name, title, and contact details.
- **Contact Data** – email address, phone number, postal address.
- **Membership / Enquiry Data** – information submitted through contact forms, applications, or event registration forms.
- **Usage Data** – how you use our Site, including pages visited, time on site, and referring pages.
- **Technical Data** – IP address, browser type, operating system, cookies, and similar technologies.
- **Marketing Data** – your preferences for receiving updates or newsletters.

4. How We Collect Your Data

We collect data through:

- Direct interactions (e.g., when you complete a form, send us an email, or register interest).
- Automated technologies (cookies, analytics tools).
- Publicly available sources (such as social media or business directories).

5. How We Use Your Data

We use your data for the following purposes:

- To respond to your enquiries or membership applications.
- To manage events, partnerships, and communications.
- To maintain and improve our website and services.
- To send updates, newsletters, or information you have requested (only with your consent).
- To comply with legal or regulatory obligations.

We only process personal data when we have a **lawful basis**, including:

- Your **consent** (for newsletters or marketing communications).
- **Contractual necessity** (to deliver services you request).
- **Legitimate interests** (to improve our services or maintain member relationships).
- **Legal obligation** (to comply with applicable laws).

6. How We Store and Protect Your Data

Your personal data is stored securely on password-protected systems and servers within the UK.

We have implemented appropriate technical and organisational measures to prevent unauthorised access, loss, or misuse of your data.

We will only retain your data for as long as necessary for the purposes it was collected, including to satisfy legal or reporting requirements.

7. Sharing Your Data

We will **never sell** your personal information.

We may share your data with:

- Trusted service providers who assist with website hosting, email delivery, or analytics.
- Legal or regulatory authorities if required by law.

All third parties we work with are required to respect the security of your data and to process it lawfully.

8. Cookies

Our Site uses cookies to enhance user experience and collect analytics data. You can control cookie preferences through your browser settings or via our cookie banner.

For more information, please refer to our [Cookie Policy](#) (link to cookie policy page).

9. Your Rights

Under UK data protection law, you have the right to:

- Access the personal data we hold about you.
- Request correction of inaccurate or incomplete data.
- Request deletion of your data (“right to be forgotten”).
- Object to or restrict certain processing.
- Withdraw consent at any time (for marketing).
- Lodge a complaint with the Information Commissioner’s Office (ICO) at www.ico.org.uk.

To exercise any of these rights, contact us at **[Insert contact email]**.

10. Marketing Communications

You will only receive marketing communications from us if you have opted in. You can unsubscribe at any time using the link in our emails or by contacting us directly.

11. Links to Other Websites

Our Site may contain links to third-party websites. We are not responsible for the privacy practices or content of those sites. Please review their privacy policies before providing any personal information.

12. Changes to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available on our Site and dated accordingly.

13. Contact Us

If you have any questions about this Privacy Policy or how we process your personal data, please contact us at:

Portsmouth Culinary Association

Email: info@portsmouthculinaryassociation.com



Cookie Policy

Last updated: 26/10/2025

1. Introduction

This Cookie Policy explains how **Portsmouth Culinary Association** (“we”, “our”, “us”) uses cookies and similar technologies on our website <https://www.portsmouthculinaryassociation.com> (the “Site”).

By continuing to use our Site, you consent to the use of cookies in accordance with this policy.

2. What Are Cookies?

Cookies are small text files that are stored on your device (computer, tablet, or mobile) when you visit a website. They help websites function efficiently and provide information to the website owner.

Cookies may be set by the website you are visiting (**first-party cookies**) or by other websites that provide services to the website (**third-party cookies**).

3. Types of Cookies We Use

We use the following categories of cookies:

1. Strictly Necessary Cookies

- These cookies are essential for the Site to function properly.
- They enable basic functions such as page navigation, access to secure areas, and form submissions.
- Example: Remembering items you add to a registration or booking form.
- **You cannot opt out of these cookies.**

2. Performance / Analytics Cookies

- These cookies collect information about how visitors use the Site, such as which pages are visited most often and any error messages encountered.
- This data helps us improve the website.
- Example: Google Analytics or Matomo cookies.

3. Functionality Cookies

- These cookies allow the website to remember choices you make (like your name or preferred language) to provide a more personalised experience.

4. Advertising / Targeting Cookies

- These cookies are used to deliver relevant advertising and measure the effectiveness of campaigns.
- Example: Social media share buttons or retargeting scripts.

4. Third-Party Cookies

Some cookies may be set by third-party services we use to improve your experience. For example:

- **Google Analytics** – to measure visitor activity and site performance.
- **YouTube or Vimeo** – if embedded videos are used.

We do not control third-party cookies. Please check the privacy policies of these providers for more information.

5. Managing Cookies

Most browsers allow you to manage or block cookies via their settings. You can:

- Delete existing cookies
- Block certain types of cookies
- Receive notifications when a cookie is set

Please note: blocking some cookies may affect the functionality of the Site.

Links for major browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Safari

6. Your Consent

When you first visit our Site, you will be presented with a cookie consent banner.

- By clicking “Accept” or continuing to use the Site without changing your browser settings, you consent to the use of cookies.
- You can withdraw your consent at any time by changing your browser settings or contacting us.

7. Updates to This Policy

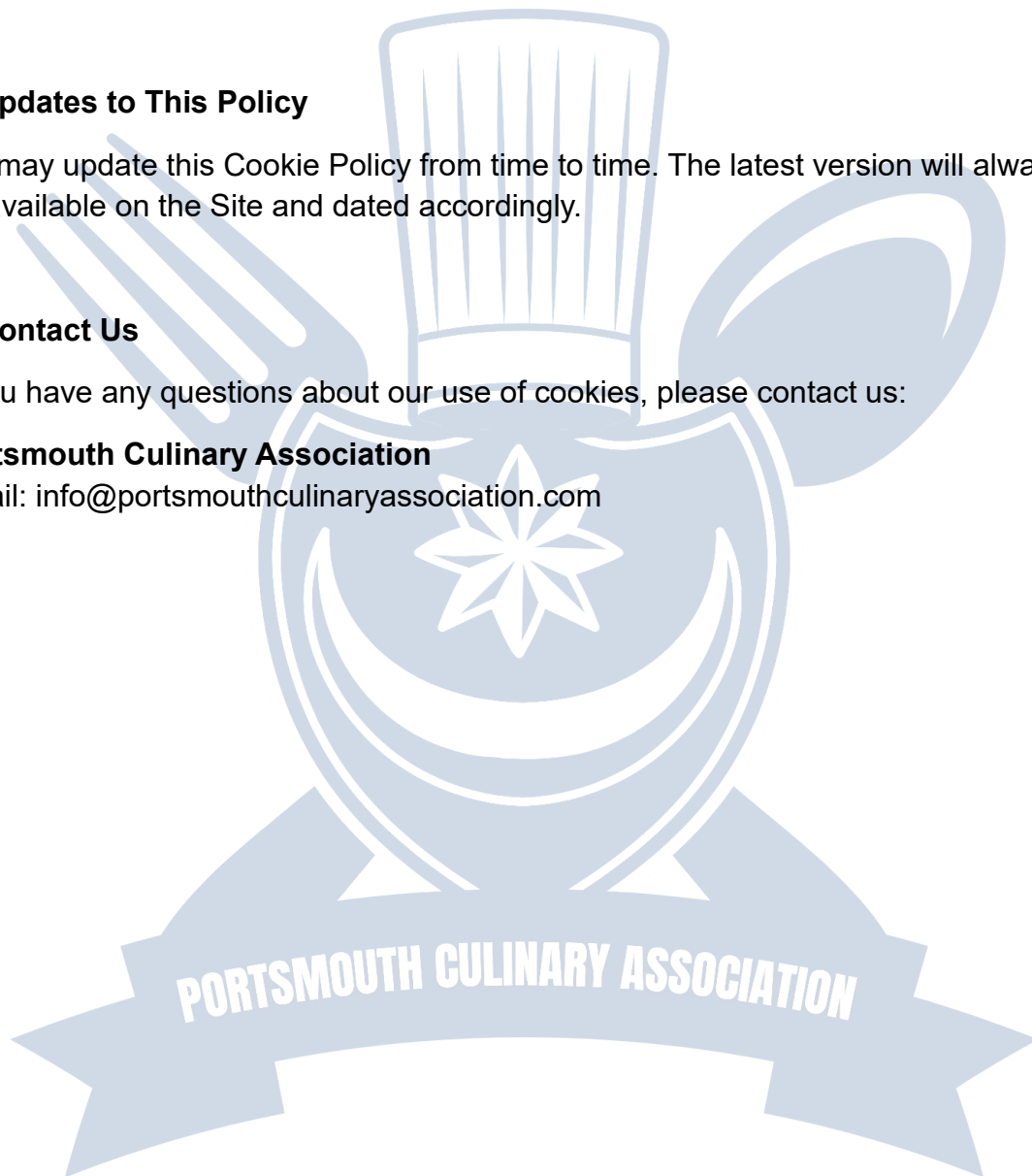
We may update this Cookie Policy from time to time. The latest version will always be available on the Site and dated accordingly.

8. Contact Us

If you have any questions about our use of cookies, please contact us:

Portsmouth Culinary Association

Email: info@portsmouthculinaryassociation.com



Accessibility Statement

Last updated: 26/10/2025

Portsmouth Culinary Association is committed to making our website <https://www.portsmouthculinaryassociation.com> accessible and usable by everyone, including people with disabilities.

Our Commitment

We aim to ensure that our website meets or exceeds the **Web Content Accessibility Guidelines (WCAG) 2.1 AA** standards. We continuously work to improve accessibility and usability for all visitors, regardless of technology or ability.

Measures We've Taken

- Use of clear and consistent navigation across all pages.
- Text alternatives for images and non-text content.
- High-contrast colours and legible font choices.
- Responsive design for use on desktops, tablets, and mobile devices.
- Compatibility with screen readers and keyboard navigation.

Ongoing Efforts

While we strive to make all pages fully accessible, some third-party content or older documents may not yet meet every standard. We are actively reviewing and improving such content.

Feedback

We welcome feedback on the accessibility of our website. If you encounter any accessibility barriers or have suggestions for improvement, please contact us:

Portsmouth Culinary Association

Email: [Insert contact email]

We aim to respond to all accessibility-related queries within **7 working days**.

Additional Accessibility Options

You can adjust your browser or device settings to enhance your experience:

- Increase text size
- Enable high contrast mode
- Use text-to-speech or screen reader software

Guidance for common browsers can be found at [AbilityNet](#), which provides step-by-step instructions for accessibility adjustments.



Legal Disclaimer

Last updated: 26/10/2025

The information provided by **Portsmouth Culinary Association** (“we”, “our”, “us”) on <https://www.portsmouthculinaryassociation.com> (the “Site”) is for **general informational and educational purposes only**.

By using our Site, you agree to this disclaimer. If you do not agree, please do not use the Site.

1. General Information Only

All information on this Site is provided in good faith and for general use within the culinary, hospitality, and educational community.

While we make every effort to ensure the accuracy of information, we make **no representations or warranties** of any kind, express or implied, regarding its completeness, reliability, or accuracy.

Any reliance you place on such information is therefore strictly at your own risk.

2. Professional Advice Disclaimer

Content published on this Site — including articles, recipes, training materials, or industry insights — does **not constitute professional or legal advice**.

Users should seek independent professional guidance before relying on any information contained herein, particularly in matters of food safety, business operations, or employment law.

3. External Links

Our Site may contain links to other websites or resources provided by third parties. These links are for your convenience and do not imply endorsement.

We have **no control over the content or accuracy** of those external websites and are not responsible for any loss or damage arising from your use of them.

4. Member and Contributor Content

The views and opinions expressed by **members, partners, or guest contributors** on our Site or social media platforms are their own and do not necessarily reflect the official policy or position of the Portsmouth Culinary Association.

We are not responsible for user-generated or third-party content posted on this Site or associated online communities.

5. Limitation of Liability

To the fullest extent permitted by law, **Portsmouth Culinary Association**, its officers, partners, and affiliates accept **no liability** for any loss or damage — direct, indirect, incidental, or consequential — arising out of or in connection with:

- The use of, or inability to use, this Site;
- Reliance on any content, materials, or resources provided; or
- Third-party links, software, or services accessed through this Site.

Nothing in this disclaimer limits liability for death or personal injury resulting from negligence, fraud, or any liability that cannot be excluded under applicable law.

6. Updates

We may update or amend this Legal Disclaimer from time to time to reflect changes in law, content, or website function.

The most recent version will always be available on this page and dated accordingly.

7. Contact Us

If you have any questions about this Legal Disclaimer or any content on our Site, please contact us:

Portsmouth Culinary Association

Email: info@portsmouthculinaryassociation.com



PORTSMOUTH CULINARY ASSOCIATION

Copyright Notice

Last updated: 26/10/2025

1. Ownership of Content

All content on this website — including text, graphics, logos, icons, photographs, videos, audio, downloads, code, and design elements — is the **intellectual property of Portsmouth Culinary Association**, unless otherwise stated.

This content is protected by **UK copyright law**, international copyright treaties, and other intellectual property laws.

2. Permitted Use

You may:

- View and browse this website for **personal, non-commercial use**.
- Download or print individual pages for reference or educational purposes (e.g., culinary learning, research, or student study), provided that:
 - No modifications are made to the content, and
 - Proper credit is given to **Portsmouth Culinary Association**.

3. Restricted Use

You may **not**, without our prior written consent:

- Copy, reproduce, or republish content in any form (digital or print).
- Distribute, transmit, or commercially exploit any material from this Site.
- Upload, post, or share our materials elsewhere (including social media) without attribution and permission.
- Use our logo, brand name, or visual identity to imply association or endorsement.

Any unauthorised use of our materials constitutes a violation of copyright and may result in legal action.

4. Third-Party Content

Some content (such as partner logos, photography, or media assets) may be owned by third parties and used under licence or with permission.

All such rights remain with their respective owners.

If you believe your copyrighted material has been used on our Site without proper permission, please contact us immediately at [Insert email].

5. Requests for Permission

If you would like to reproduce or feature any content from our Site for editorial, academic, or promotional purposes, please submit a written request to:

Portsmouth Culinary Association

Email: [Insert contact email]

We review all permission requests individually and aim to respond within **7 working days**.

6. Trademarks

“Portsmouth Culinary Association” and its associated logo are trademarks of the organisation.

Other names, products, or logos mentioned on this Site may be trademarks of their respective owners.

7. Updates to This Notice

We may revise this Copyright Notice from time to time. The latest version will always be available on this page and dated accordingly.

Website Terms & Conditions

Last updated: 26/10/2025

1. Introduction

These Terms and Conditions (“Terms”) govern your use of the **Portsmouth Culinary Association** website <https://www.portsmouthculinaryassociation.com> (the “Site”). By accessing or using this Site, you agree to comply with these Terms. If you do not agree with any part of these Terms, please do not use the Site.

2. Who We Are

Portsmouth Culinary Association

[Insert registered address]

Email: [Insert contact email]

Telephone: [Insert number]

We are registered in [England & Wales, if applicable], Company Number: [Insert number].

3. Eligibility and Use of the Website

- You must be **at least 16 years old** to use this Site.
- Users aged **16 or 17** may use the Site for educational or professional purposes (e.g., student engagement, culinary training, or event participation) provided that:
 - They do so with the awareness and consent of a parent, guardian, or responsible adult.
 - They do not provide any personal information beyond what is necessary for the intended purpose (e.g., event registration or contact forms).
- Users aged **18 and over** may use all parts of the Site, including membership, networking, and event services.
- You agree to use the Site only for lawful purposes and not to:
 - Post or transmit any harmful, offensive, or unlawful content.
 - Attempt to gain unauthorised access to the Site or its systems.
 - Disrupt, damage, or impair the Site’s functionality in any way.

We reserve the right to suspend or terminate access if these rules are breached.

4. Intellectual Property

All content on this Site — including text, graphics, images, videos, and logos — is owned or licensed by **Portsmouth Culinary Association**.

You may download or print content for **personal, educational, or non-commercial use only**.

You must not copy, distribute, modify, or reproduce content for commercial use without our prior written consent.

5. Memberships & Event Bookings

- Membership applications and event bookings made through this Site are subject to separate **Membership Terms** or **Event Terms**, which form part of these Terms.
- All fees must be paid in full as specified at the time of registration.
- **Cancellations & Refunds:**
 - If you cancel your membership or event booking, our published refund policy applies.
 - We reserve the right to cancel or postpone events due to unforeseen circumstances, in which case you will be notified and offered a refund or reschedule option.

6. Limitation of Liability

- The Site and its content are provided “as is” for general informational purposes only.
- **Portsmouth Culinary Association** accepts no liability for:
 - Any loss or damage resulting from your use or inability to use the Site.
 - Errors, omissions, or inaccuracies in any content.
 - Technical issues or interruptions beyond our control.
- Nothing in these Terms excludes or limits liability for death or personal injury caused by negligence or any other liability that cannot be excluded by law.

7. Third-Party Links

Our Site may include links to external websites.

We do not control or endorse these websites and are not responsible for their content or privacy practices.

Accessing third-party sites is at your own risk.

8. Privacy & Cookies

Your personal information is handled in accordance with our [Privacy Policy](#) and [Cookie Policy](#).

By using the Site, you consent to the processing of your data as described in those documents.

9. Changes to These Terms

We may amend these Terms from time to time.

Any updates will be published on this page with a revised date.

Continued use of the Site after such changes means you accept the updated Terms.

10. Governing Law

These Terms are governed by the laws of **England and Wales**.

Any disputes shall be subject to the exclusive jurisdiction of the courts of England and Wales.

11. Contact Us

If you have any questions about these Terms or the Site, please contact us:

Portsmouth Culinary Association

Email: info@portsmouthculinaryassociation.com