

PRIVACY & CONFIDENTIALITY

This Privacy Statement provides information on how I, Jade Gannon as a Civil Celebrant trading as Wed by Jade, manage personal information that is collected as part of my services:

I (Wed by Jade), recognise the importance of ensuring that personal information held by my celebrancy service is treated confidentially, and I am committed to ensuring that all personal information is only collected, disclosed, used and stored in accordance with the National Privacy Principles set out under the Privacy Amendment (Enhancing Privacy Protection) Act 2012 which amends the Privacy Act 1988 and the Australian Privacy Principles. In relation to the collection, storage and use of personal information, I shall only collect information that is reasonably necessary for the proper performance of my professional activities or functions as a celebrant. I shall not collect personal information just because I think it could be useful at some future stage if I have no present need for it.

It will be me who collects any personal and sensitive information in relation to my celebrancy services and I shall undertake not to make any unauthorised disclosure of confidential information with which I may come into contact in my role as a celebrant. Personal information that I shall collect and hold is information that is necessary for the proper performance of my responsibilities as a celebrant and will likely differ from person to person. Personal information is any information or an opinion about the client and may range from "very sensitive" to "routine". Sensitive information is a special category of personal information. It is information or opinion about a person's:

- Racial or ethnic origin
- Political opinion
- Philosophical beliefs
- Religious beliefs or associations
- Sexuality
- Criminal record
- Health or disability.

All personal and sensitive information collected will be treated as "Confidential" and no unauthorised person will be permitted to have access to it.

I take seriously the security of personal information and I shall put in place a range of measures to ensure this information is protected, including:

Wed by Jade

- Firewalls and access logging tools that protect against unauthorised access to personal and sensitive data
- A secure work environment that prevents unauthorised access to and copy of personal information
- Virus scanning tools
- Management of access privileges, including password protection, to ensure that only I can view personal information
- Disposal of personal information through secure processes.

When I collect personal information, I shall:

- Check that it is reasonably necessary for my functions or activities as a celebrant
- Check that it is current, complete and accurate
- Record and hold the information in my information record system
- Retrieve relevant information when I need to use or disclose as part of my responsibilities as a celebrant
- Permit people to access their personal information in accordance with APP:12 of the Australian Privacy Principles (available through the website of the Office of the Australian Information Commissioner)
- Correct or attach associated statements to personal information in accordance with APP:13 of the Australian Privacy Principles
- Destroy or de-identify personal information when it is no longer needed for any purpose, for which it may be used or disclosed, provided that it is lawful for me to do so.

Email Communication

If a client has registered through my website to receive email communication, I may use their contact details to send them newsletters or marketing emails. However, the client may at any time opt out of receiving such materials by completing the unsubscribe form. Upon receiving such a request, I shall remove their contact details from my distribution lists..