

Privacy Policy

Nikita Bell is committed to providing quality services to you and this policy outlines my ongoing obligations to you in respect of how I manage your Personal Information.

I have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which I collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

What is Personal Information and why do I collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information I collect include names, addresses, email addresses and phone numbers. I also collect details about your marital status, family, and age.

This Personal Information is obtained in many ways including interviews, correspondence via email and other messaging platforms including but not limited to text message and social media. Personal information can also be obtained from my website, and as forms that you complete and provide. and from third parties. I don't guarantee website links or policy of authorised third parties.

I collect your Personal Information for the primary purpose of providing my services to you, providing information to my clients and marketing. I may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from my mailing/marketing lists at any time by contacting me in writing.

When I collect Personal Information I will, where appropriate and where possible, explain to you why I am collecting the information and how I plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by me only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, I will collect your Personal Information only from you. However, in some circumstances I may be provided with information by third parties. In such a case I will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

An example of when your information may be disclosed to a third party includes: In the event I am unable to fulfil my role, due to unforeseen circumstances. In this instance – any information required by a replacement celebrant to lodge and register your marriage will be passed on to them securely.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, I will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information I hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Nikita Bell will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information I may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. I will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information I have is not up to date or is inaccurate, please advise us as soon as practicable so I can update my records and ensure I can continue to provide quality services to you.

Website

When you visit my website, I may collect certain information such as browser type, operating system, website visited immediately before coming to my site, etc. This information is used in an accumulated manner to analyse how people use my site, so that I can improve my service.

My site may from time to time have links to other websites not owned or controlled by me. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that I am not responsible for the privacy practices of other such websites. I encourage my users to be aware, when they leave my website, to read the privacy statements of each and every website that collects personal identifiable information.

Cookies

What is a Cookie?

A cookie is a small piece of data that a website asks your browser to store on your computer or mobile device. The cookie allows the website to "remember" your actions or preferences over time. Most Internet browsers support cookies; however, users can set their browsers to decline certain types of cookies or specific cookies. Further, users can delete cookies at any time.

Why do I use cookies? I use cookies to learn how you interact with my content and to improve your experience when visiting my website(s). For example, some cookies remember your language or preferences so that you do not have to repeatedly make these choices when you visit one of my websites. I also use cookies to help us with geolocation tracking in order to present you with the more relevant information. Additionally, cookies allow me to serve you specific content, such as videos on my website(s). I may employ the learnings of your

behaviour on my website(s) to serve you with targeted advertisements on third-party website(s) in an effort to “re-market” my products and services to you.

What types of cookies do I use? (i) First-Party and Third-Party Cookies – I use both first-party and third-party cookies on my website. First-party cookies are cookies issued from my domain that are generally used to identify language and location preferences or render basic site functionality. Third-party cookies belong to and are managed by other parties, such as my service providers. These cookies may be required to render certain forms within my website. (ii) Session Cookies - Session cookies are temporary cookies that are used to remember you during the course of your visit to the website, and they expire when you close the web browser. (iii) Persistent Cookies - Persistent cookies are used to remember your preferences within the website and remain on your desktop or mobile device even after you close your browser or restart your computer. I use these cookies to analyse user behaviour to establish visit patterns so that I can improve my website functionality for you and others who visit my website(s). These cookies also allow us to serve you with targeted advertising and measure the effectiveness of my site functionality and advertising.

How are cookies used for advertising purposes?

Cookies and ad technology such as web beacons, pixels, and anonymous ad network tags help us serve relevant ads to you more effectively. They also help us collect aggregated audit data, research, and performance reporting for advertisers. Pixels enable us to understand and improve the delivery of ads to you, and know when certain ads have been shown to you. Since your web browser may request advertisements and web beacons directly from ad network servers, these networks can view, edit, or set their own cookies, just as if you had requested a web page from their site. Although we do not use cookies to create a profile of your browsing behavior on third-party sites, I do use aggregate data from third parties to show you relevant, interest-based advertising. I do not provide any personal information that I collect to advertisers. You can opt out of off-site and third-party-informed advertising by adjusting your cookie settings. Opting out will not remove advertising from the pages you visit, but, instead, opting out will result in the ads you see not being matched to your interests. This implies that the ad(s) you see will not be matched to your interests by those specific cookies.

How are third party cookies used?

For some of the functions within my websites I use third party suppliers, for example, when you visit a page with videos embedded from or links to YouTube. These videos or links (and any other content from third party suppliers) may contain third party cookies, and I encourage you to consult the privacy policies of these third party vendors on their websites for information regarding their use of cookies.

How do we reject and delete cookies?

You can choose to reject or block all or specific types of cookies set by virtue of your visit to my website by clicking on the cookie preferences on my website(s). You can change your preferences for my websites and/or the websites of any third party suppliers by changing your browser settings. Please note that most browsers automatically accept cookies. Therefore, if you do not wish cookies to be used, you may need to actively delete or block the cookies. If you reject the use of cookies, you will still be able to visit my websites but some of the functions may not work correctly. By using my website without deleting or rejecting some or all cookies, you agree that I can place those cookies that you have not deleted or rejected on your device

Policy Updates

This Policy may change from time to time and is available on my website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about my Privacy Policy please contact us at:

www.celebrantnikita.com

hello@celebrantnikita.com

0407 250 963