

1. Overview

The Celebrants Network Inc. (“we”, “us”, “our”) is a not-for-profit association incorporated in New South Wales, Australia. We are committed to protecting the privacy of our members and other individuals who engage with us.

This Privacy Policy outlines how we collect, use, store, and disclose personal information in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**.

2. What information we collect

We may collect the following types of personal information:

- Full name
- Date of birth
- Contact details (email, phone number, postal address)
- Membership details
- Professional information (if relevant to membership)
- Payment details (for membership fees or purchase of products)
- Information relevant to events, services, or activities you register for
- Any other information you provide to us

We do not typically collect sensitive information (e.g., health, racial or ethnic origin, religious beliefs) unless it is directly relevant and you have consented.

3. How we collect personal information

We collect personal information directly from you through:

- Membership application (electronic)
- Event registration (electronic)
- Other forms (via our website or emails)
- Phone calls, emails, or other correspondence
- Social media interactions
- Surveys or feedback forms

We may also collect information from third parties, but only where you have consented, or where permitted by law.

4. Why we collect personal information

We collect and use personal information to:

- Manage membership applications and renewals
- Provide member services, updates, and communications (ie. newsletters)
- Organise events, meetings, and other activities
- Process payments
- Comply with legal and regulatory obligations
- Maintain historical and statistical records for governance and reporting

We will only use your personal information for the purpose for which it was collected, or a related purpose you would reasonably expect.

5. Disclosure of Personal Information

We may disclose your personal information to:

- Committee members or staff (on a need-to-know basis)
- Service providers assisting in administration (e.g. IT, accounting, event management)
- Regulatory bodies, if required by law
- Other members (where relevant and with consent)

We will never sell your personal information or disclose it for unrelated marketing purposes.

6. Storage and security

We take reasonable steps to protect the personal information we hold from misuse, interference, loss, unauthorised access, modification or disclosure. This includes:

- Secure electronic databases
- Password protection and encryption
- Limited access to authorised personnel
- Regular data backups

If personal information is no longer required, we may securely destroy or de-identify it.

7. Access and correction

The Celebrants Network Inc.

ABN: 31 202 566 788 Effective Date: 27 October 2025

You have the right to access and request correction of your personal information held by us, where unable to correct directly via your membership profile.



To request access or correction, contact us using the details below. We will respond within a reasonable time and may ask you to verify your identity.

8. Complaints

If you have a concern or complaint about how we handle your personal information, please contact us using the details below. We take privacy seriously and will investigate and respond to your complaint in a timely manner.

If you are not satisfied with our response, you may contact the **Office of the Australian Information Commissioner (OAIC)**: Website: <https://www.oaic.gov.au>

9. Changes to this Privacy Policy

We may update this Privacy Policy from time to time. The latest version will be published on our website and available on request.

10. Contact Us

Secretary

The Celebrants Network Inc.

Email: secretary@celebrants.org.au

Postal Address: Public Officer, 43 Barbara Crescent, DENHAM'S BEACH, NSW 2546

Website: <https://www.celebrants.org.au/contact>

This policy was last updated on 27 October 2025