



ABN 43 467 237 826

**Dr Shanti Wong**  
**Authorised Civil Marriage Celebrant**

### **Privacy Policy**

**In order to maintain the privacy, security and confidentiality of all client records, documents and communications are kept secure to protect against loss, unauthorised access or other misuse, I take the following measures:**

- i. All client records, documents and written communications are kept in a locked filing cabinet in a home office. I am the only person with the key to this cabinet.
- ii. Email communication is kept general and does not contain information that is confidential or unnecessary.
- iii. Only information that is required for the purpose of carrying out the service of a Marriage Celebrant is collected.
- iv. The client has access to all my records that contain personal information that are relevant to him or her.
- v. Official documents that have to be forwarded on are checked for accuracy with the client and sent by registered mail.
- vi. If the client requests an alteration to a record because the information is inaccurate, this will be done promptly.

m: 0408 330690

e: shanti\_wong@hotmail.com