Privacy Policy

Version: 3.0	Approved: October 2025

ST RITA'S COLLEGE LTD
41 Enderley Road, Clayfield QLD 4011
Telephone: (07) 3862 1615 Email: administration@stritas.qld.edu.au Web: www.stritas.qld.edu.au

POLICY

This Privacy Policy sets out how St Rita's College (the College) manages personal information and your rights in relation to your personal information, including how to complain and how the College deals with complaints. St Rita's College is bound by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). Under the Privacy Act, Australian Privacy Principles do not apply to certain treatment of an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee record held by the College, where the treatment is directly related to a current or former employment relationship between the College and the employee. The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to College operations and practices and to make sure it remains appropriate to the changing environment. The current version of this Privacy Policy is published on our website.

This Privacy Policy sets out how personal information provided to or collected by the College is managed. The College will refer to the NCEC (National Catholic Education Commission) Privacy Manual, as updated from time to time, as a guide when implementing procedures and practices under this policy.

RATIONALE

This policy outlines how the College will manage personal information provided to, collected or stored by the College.

SCOPE

This policy applies to all members of the College community.

1.KINDS OF PERSONAL INFORMATION WE COLLECT

The type of information the College collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

1.1 Students and parents /carers (parents) before, during and after the course of a students's enrolment at the College:

- name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
- parents' education, occupation, language spoken at home, nationality and country of birth;
- health information (e.g. details of disability and/or allergies, dietary requirements, absence notes, immunisation details, medical reports and names of doctors);
- results of assignments, tests and examinations;
- conduct and complaint records, or other behaviour notes, and College reports;
- information about referrals to government welfare agencies;
- counselling reports;
- health fund details and Medicare number;
- any Orders and/or Agreements concerning the child or childern;
- volunteering information; and
- photos and videos at College events.

1.2 Job applicants, staff members, volunteers and contractors:

- name, contact details (including next of kin), date of birth, and religion;
- information on job application;
- professional development history;
- salary and payment information, including superannuation details;
- health information (e.g. details of disability and/or allergies, and medical certificates);
- complaint records and investigation reports, including working with children clearance information;
- leave details;
- photos and videos at College events;
- workplace surveillance information; and
- work emails and private emails (when using work email address) and Internet browsing history.

1.2 Other people who come in contact with the College: full name and contact details and any other information necessary for the particular contact with the College.

2. HOW WE COLLECT PERSONAL INFORMATION

2.1 Personal Information you provide

The College will generally collect personal information about an individual directly from the individual (or their parent in the case of students). This includes by way of forms , face-to-face meetings, interviews, emails and telephone calls. The College also collects personal information from individuals using on-line forms through the College website and MySRC.

2.2 Personal Information provided by other people

In some circumstances the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school or a referee for a job applicant. If a student transfers to a new school, the new school may collect personal information about the student from the student's previous school to facilitate the transfer of the student.

The College will only collect sensitive information from a third party if it would be unreasonable or impracticable to collect the information from the person.

2.3 Personal Information from other sources:

We may also collect personal information through surveillance activities such as CCTV security cameras and student and/or staff email monitoring.

3. PURPOSES FOR WHICH WE COLLECT, USE AND DISCLOSE PERSONAL INFORMATION

The purposes for which the College collects, uses and discloses personal information depend on our relationship with you and include the following.

3.1 Students and Parents

- providing schooling and College activities

- satisfying the needs of parents, the needs of students and the needs of the College throughout the whole period a student is enrolled at the College;
- making required reports to government authorities;
- keep parents informed about matters related to their child's schooling, through correspondence, apps, newsletters and magazines;
- day-to-day administration of the College;
- looking after a student's educational, social and health well-being;
- seeking donations for the College (see the 'Fundraising section of this Privacy Policy) ; and
- to satisfy the College's legal obligations and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a student or parent, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

3.2 Volunteers

The College also obtains personal information about volunteers who assist the College in its functions or associated activities, such as those of the Parents and Friends Association or the Alumnae Association, to enable the College and the volunteers to work together.

- to contact you about, and administer, the volunteer position;
- for insurance purposes; and
- satisfying the College's legal obligations, for example, in relation to child protection legislation.

3.3 Job applicants, staff members and contractors

In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the College uses personal information of job applicants, staff members and contractors include:

- assessing and (if successful) engaging the applicant or contractor;
- administering the individual's employment or contract;
- for insurance purposes; and
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

4. WHO WE DISCLOSE PERSONAL INFORMATION TO

The College may disclose personal information, including sensitive information, for educational, care and administrative purposes, and to seek support and advice. This may include:

- other schools and teachers at those schools, including a new school to which a student transfers to facilitate the transfer of the student;
- government departments (including for policy and funding purposes);
- the College's local parish;
- medical practitioners;

- people providing educational, support and health services to the College, including specialist visiting teachers, sport coaches, volunteers and counsellors;
- organisations that assist us with fundraising (See the Fundraising' section of this Privacy Policy);
- providers of specialist advisory services and assistance to the College, including in the area of Human Resources, child protection and students with additional needs;
- providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- agencies and organisations to whom the College is required to disclose personal information for education, funding and research purposes;
- people and organisations providing administrative, technology and financial services to the College;
- recipients of College publications, like newsletters and Year books;
- students' parents/carers;
- anyone an individual has authorised the College to disclose information to;
- anyone to whom the College is required to disclose the information to by law, including child protection laws;
- The College may work with third parties to provide some types of technological support that may require access to the systems that contain personal information. These companies are subject to strict controls that protect personal information from unauthorised use or disclosure and limit their access to personal information to the extent necessary to do their jobs; and
- In some circumstances, the College may need to refer overdue debts to debt collectors or solicitors. In doing this the College will give access only to the personal information required to handle the debt.

5. HOW WE STORE PERSONAL INFORMATION

The College may store your personal information in hard copy and electronically.

The College uses centralised information management and storage systems (Systems) provided by third party service providers. Personal information is stored with and accessible by the third party service providers for the purpose of providing services to the College in connection with the Systems.

The College may use online or 'cloud' service providers to store personal information. See the section below 'Sending and storing information overseas'.

6. SENDING AND STORING INFORMATION OVERSEAS

The College may disclose personal information about an individual to overseas recipients in certain circumstances, for instance, to facilitate a school exchange.

The College may use other service providers to store personal information and to provide online services to the College that involve the use of personal information, such as services relating to email and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services and provide technical support This personal

information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

An example of such a cloud service provider is Microsoft. Microsoft provides the Microsoft Office 365 including mail services, and stores and processes limited personal information for this purpose. College personnel and Microsoft and its service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering Microsoft Office and ensuring its proper use.

7. FUNDRAISING AND MARKETING

The College treats seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality learning environment in which both students and staff thrive. Your personal information may be used to make an appeal to you. It may also be disclosed to an organisation that assists in the College's fundraising activities, for example, the College's Alumni organisation and, on occasions, external fundraising organisations.

If you do not want to receive fundraising communications from the [CEO / System] or College, please contact our Privacy Officer.

8. SECURITY OF PERSONAL INFORMATION

The College has in place steps to protect personal information the College holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computer records. These steps include:

- Restricting access to information on the College databases on a need to know basis with different levels of security being allocated to staff based on their roles and responsibilities and security profile.
- Ensuring all staff are aware that they are not to reveal or share personal passwords.
- Ensuring where personal and health information is stored in hard copy files that these files are stored in lockable filing cabinets in lockable rooms. Access to these records is restricted to staff on a need to know basis.
- Implementing physical security measures around the College buildings and grounds to prevent break-ins.
- Implementing ICT security systems, policies and procedures, designed to protect personal information storage on our computer networks.
- Implementing Human Recourse policies and procedures, such as email and internet usage, confidentiality and document security policies, designed to ensure that staff follow correct protocols when handling personal information.
- Undertaking due diligence with respect to third party service providers who may have access to personal information, including cloud service providers, to ensure as far as practicable that they are compliant with the Australian Privacy Principles or a similar privacy regime.

9. ACCESS AND CORRECTION OF PERSONAL INFORMATION

Under the Privacy Act, an individual has the right to seek access to, and/or correction of, any personal information which the College holds about them. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parents, but older students (i.e. Year 11 and Year 12) may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access, update or correct any personal information the College holds about an individual or a student, please contact the College Principal in writing. The Principal's contact details appear below under the heading 'Enquiries'.

The College may require the individual to verify their identity and specify what information is required. Depending on the extent of the information required, the College may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

If the College cannot provide an individual with access to that information, the College will provide the applicant with written notice explaining the reasons for refusal (unless, given the grounds for refusing, it would be unreasonable to provide reasons) and how to complain.

10. CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF STUDENTS

The College respects every parent's right to make decisions concerning their child's education. Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the students' parents. The College will treat consent given by parents as consent given on behalf of the student, and notice to parents acts as notice given to the student.

Parents may seek access to personal information held by the College about them or their child by contacting the College Principal by telephone, email or in writing. However, there may be occasions when access is denied. Such occasions would include (but are not limited to) where the College believes the student has capacity to consent and the College is not permitted to disclose the information to the parent without the student's consent, where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the student.

The College may, at its discretion, on the request of a student grant that student access to information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

11. COMPLAINTS

If an individual wishes to make a complaint about the College's collection, use or disclosure of personal information under this Privacy Policy please contact the College Principal, whose contact details appear below under the heading 'Enquiries'.

The College will respond to all complaints within 28 days of receiving the complaint. The College's response will confirm whether there has been a breach of the Australian Privacy Principles by the College. If there has been a breach, the response will provide detailed information on what action the College has taken to rectify the breach.

The College will take all reasonable steps to rectify any privacy data breaches. In circumstances where we believe an eligible data breach has occurred we will notify affected individuals, as well as the Information Commissioner. The notification will include:

- a description of the eligible date breach;
- the kind or kinds of information concerned;
- remedial action undertaken by the College; and
- recommendations about steps the individual should take in response to the data breach.

If an individual believes the College's response is unsatisfactory, or if the College fails to respond within 28 days of receipt of the complaint, a request to review the complaint can be made. If the individual remains unsatisfied they may lodge a further complaint with the Office of the Australian Information Commissioner at www.oaic.gov.au.

12. ENQUIRIES

For further information about the way the College manages the personal information it holds, please contact the College Principal.

Mail: 41 Enderley Road, Clayfield, 4011 Email: principal@stritas.qld.edu.au Phone: (07) 3862 1615

ACCOUNTABILITY

Role	***Responsible for***
Board	Oversight
Principal	Privacy Policy, Implementation and Complaints
Director of Business and Finance	Policy review and updates

ASSOCIATED DOCUMENTS

Description	***Document Type***
The Privacy Act (Cth) 1988	Act
The Australian Privacy Principles	Principles based in law
Privacy Guidelines (Internal Use)	Guideline
Collection Notices (Appendix 1)	Notices
Office of the Australian Information Commissioner (https://www.oaic.gov.au/)	Website

GLOSSARY OF TERMS

Term (Listed Alphabetically)	*Definition*
Eligible Data Breach	An eligible data breach arises when the following three criteria are satisfied: 1. There is unauthorised access to or unauthorised disclosure of personal information, or a loss of personal information, that an entity holds; and 2. This is likely to result in serious harm to one or more individuals; and 3. The entity has not been able to prevent the likely risk of serious harm with remedial action.
Health Information	A subset of sensitive information. It is any information or opinion about the health or disability of an individual, the individual's expressed wishes about the future provision of health services and a health service provided, currently or in the future, to an individual that is also personal information.
Personal Information	Information or an opinion about an identified individual or an individual who is reasonably identifiable whether the information is true or not. It includes all personal information regardless of its source.
Sensitive Information	A type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record.

REVIEW AND APPROVAL

Version	Review	Author	Authorisation	Approval Date	Next Review
3.0	Timetabled Review	Principal	Board	22 October 2025	2028
2.0	Timetabled Review	D Morrow	Board	18 May 2021	2023
1.0	Timetabled Review	D Morrow	Board	20 March 2018	2021
N/A		D Morrow	Board	17 June 2014	2017

PERSONAL INFORMATION STANDARD COLLECTION NOTICE

Collection of information

The College collects personal information, including sensitive information, about:
(1) students and parents/carers before and during the student's enrolment at the College;
(2) visitors, volunteers and other people who contact the College.

This notice explains how the College handles the personal information of students and parents or carers (together **you**).

How and Why does the College Collect Personal Information?

1. The College collects personal information about you before and during the course of a student's enrolment at the College. This may be in writing, through technology systems or in the course of conversations. We may also collect personal information from third parties, such as previous schools. The types of personal information the College collects includes sensitive information, which includes health information.

2. The primary purpose of collecting personal information is to enable the College to provide schooling to students enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College. The College collects, uses and holds personal information for the following purposes:
   a. to provide students with education, pastoral care, cocurricular and health services including looking after students' educational, social and medical wellbeing;
   b. complying with its legal obligations;
   c. day-to-day administration of the College; and
   d. seeking donations and marketing for the College.

3. The College has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws, as well as the College's duty of care to students.

4. A student's enrolment may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff. If the College cannot collect all or some relevant personal information, the College may not be able to properly assist you with your enquiry or properly fulfill our purposes, functions and obligations.

5. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and for what purpose, that they can access that information and that the College will only disclose this information to third parties when necessary.

6. The College may collect personal information in writing (for example, by completing forms), through verbal conversations and by taking photographs. When necessary, the College may collect personal information about you from third parties such as other schools.

To Whom Does the College Disclose Information

The College may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:

- other schools and teachers at those schools, including a new school to which a student transfers to facilitate the transfer of the student;
- government departments (including for policy and funding purposes);
- Queensland Catholic Education Office, the Archdiocese of Brisbane and the parish, other related church agencies/entities, and schools within other Dioceses/other Dioceses;
- medical practitioners;
- people providing educational, support and health services to the College, including specialist visiting teachers, specialist advisors, coaches, volunteers, and counsellors;
- organisations that assist the College with fundraising;
- providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- third party providers of our information management and storage systems (for the purpose of the providers providing services to the College in connection with the systems);
- people providing other information technology services to the College;
- people providing administrative and financial services to the College;
- anyone you authorise the College to disclose information to; and
- anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.

7. Personal information collected from students is regularly disclosed to their parents or carers.

8. College activities and news (including student achievements) are frequently published in the College's journals, newsletters and magazines, on our College App, on our intranet or otherwise shared with the College community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in College activities such as academic and sporting events and achievements, concerts and plays, College camps and College excursions. The College will obtain permissions annually if we would like to include photographs or videos or other identifying material of students (or parents) in our promotional material or otherwise make this material available to the public such as on the internet.

9. The College uses centralised information management and storage systems (Systems). These Systems are provided by third party service providers and personal information may be stored on servers held in Australia and overseas.

Overseas Storage and/or Disclosure

10. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.

Fundraising

11. The College may engage in fundraising activities. Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

Your Rights and How to Complain

12. The College's Privacy Policy, accessible on the College's website (www.stritas.qld.edu.au), sets out how you can:
    - seek access to and correction of your personal information which the College holds; and
    - make a privacy complaint and how we will handle the complaint.

EMPLOYMENT APPLICATION COLLECTION NOTICE

In applying for this position you will be providing St Rita's College with personal information.

The College can be contacted on: Mail: 41 Enderley Road, Clayfield, 4011

Email: employment@stritas.qld.edu.au ; Phone: (07) 3862 1615.

1. The primary purpose of collecting this information is to enable the College to consider your application for employment.

2. If you do not provide the personal information requested, the College may be unable to consider your application for employment.

3. We collect your personal information directly from you (including your resume) as well as from other sources such as your referees and the results of criminal background and working with children checks. We will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

4. We are required to conduct a criminal record check and collect information regarding whether you are or have been subject to a Protection Order and certain criminal offenses under Child Protection law. We may also collect personal information about you in accordance with these laws.

5. We will not disclose this information to a third party without your consent unless otherwise permitted.

6. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.

7. The College's Privacy Policy, accessible on the College website, contains details of how you may seek access to and correction of your personal information which the College holds, as well as how you can make a privacy complaint and how we will handle the complaint.

8. If you provide the College with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.

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CONTRACTOR/VOLUNTEER COLLECTION NOTICE

In applying or agreeing to provide services to the College, you will be providing St Rita's College with personal information.

The College can be contacted on: Mail: 41 Enderley Road, Clayfield, 4011 Email: principal@stritas.qld.edu.au : Phone: (07) 3862 1615.

1. The primary purpose of collecting this information is to enable the College to consider engaging you as a contractor or volunteer.

2. If you do not provide the personal information requested, the College may be unable to consider engaging you as a contractor or volunteer.

3. We collect your personal information directly from you, for example, your name and address or information contained on your resume. We may also collect it from other sources such as your referees and the results of criminal background and working with children checks. We collect the information in order to assess your application for services. We may also make notes and prepare a confidential report in respect of your application.

4. We are required to collect information regarding your suitability to work with children and whether you are or have been the subject of a Protection Order and certain criminal offences under Child Protection law.

5. We will not disclose this information to a third party without your consent unless otherwise permitted.

6. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to emails. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia.

7. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of Australian Privacy Principles (APPs) and how you may seek access to and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).

8. If you provide the College with the personal information of others (e.g. referees), we encourage you to inform them that you are disclosing that information to the College and why.

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PERSONAL INFORMATION COLLECTION NOTICE – ALUMNAE TUTORS

Collection of information

1. In order to assess your application to be placed on the St Rita's College Alumnae Tutors Register, the College collects your personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application.

2. We collect your personal information directly from you, as well as from other sources such the results of working with children clearance checks.

3. We are required to collect information regarding your suitability to work with children and whether you are or have been the subject of a Protection Order and certain criminal offences under Child Protection law.

4. We will not disclose your personal information to a third party without your consent unless otherwise permitted.

5. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services and provide technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.

6. The College's Privacy Policy, accessible on the College website, contains details of how you may seek access to and correction of your personal information which the College holds, as well as how you can make a privacy complaint and how we will handle the complaint.

7. If you provide us with the personal information of others (e.g. referees), we encourage you to inform them that you are disclosing that information to the College and why.

Version 2.0 October 2025

DISCLOSURE STATEMENT TO STUDENTS

Counselling at St Rita's College – Things you should know

The College provides counselling services for its students as part of its Pastoral Care policy. These are provided through the Guidance Counsellors employed by the College.

Students are encouraged to make use of these services if they need assistance. There are however a number of things that students should know before using the counselling service.

When you come to see a College Guidance Counsellor about an issue, it will generally be treated as confidential.

However, there are some limits on the confidentiality we can provide. In other words what you tell a College Guidance Counsellor may need to be shared with another person or a small number of people.

The College provides student wellbeing/counselling services to help the learning and development of students at the College, and to look after their safety and welfare. Guidance Counsellors are part of those wellbeing/counselling services. That means that Guidance Counsellors can help you, but we are doing so as part of the College.

We may need to tell the Principal or their representative, or your parents, that you are coming to see us. We will also keep notes of discussions with you. The Principal is able to access those notes and records as they belong to the College. The Principal may also approve someone else accessing these notes.

Guidance Counsellors may also need to share information that you have told us if we are worried about you or think that something that you have told us could assist the College in meeting your needs. If we need to share your information, we will share it with Principal or a senior staff member who understands the need to keep it confidential.

It is possible that the Principal or the senior staff member may need to share that information with other members of staff or may allow the Guidance Counsellors to share this information with other staff, but only on a need-to-know basis. It is also possible that the Principal or their representative may need to share some information Guidance Counsellors tell them with your parents.

Guidance Counsellors may also have a legal obligation to share certain information that you have told them.