

## APPLICATION FORM TO ACCESS TRINITY ONLINE

### CONDITIONS OF USE

These Conditions of Use are important; you must read and understand them before signing this form below; your signature will indicate that you agree to these conditions.

#### Use of Trinity Online

You acknowledge that use of your registration name and password is authority for us to process the examination entry. We will act on this authority and are not obliged to make further enquiries. You agree that you will not use Trinity Online for any purpose other than examination administration and centre enquiries.

Trinity Online is available 24 hours, 365 days a year, excepting any necessary downtime to allow for maintenance of the system.

#### Your obligations

It is your responsibility to safeguard your password and any code given to you for the purpose of registration. You must commit your password to memory, to guard against the possibility that others may use your password to gain unauthorised access to Trinity Online. Do not store your password anywhere, in written or electronic form. When you leave your computer unattended you should log out of Trinity Online. It is your responsibility to ensure that unauthorised access is not gained to Trinity Online via your password. If any record containing your password is lost or stolen or your password becomes known to anyone other than yourself, you must immediately notify Trinity either by e-mail to [TOLAdministrator@trinitycollege.co.uk](mailto:TOLAdministrator@trinitycollege.co.uk), or by telephone on +44 (0)20 7820 6100. New registration details will be sent to you within 14 days of acknowledgement.

#### Personal Data

Your data and other personal information is held within a secure server environment by an hosting organisation external to Trinity. Any personal information you transmit to us or which is held by us will be used to process the examinations entry through to certification. Personal information regarding yourself or other individuals collected and processed by you must be done in accordance with the UK Data Protection Act 1998. The main principles that must be upheld under this act are:

- The information shall be obtained and processed fairly and lawfully
- Personal data shall be held and processed exclusively for the purpose of the examination process. This includes statistical processing for academic monitoring and standardisation.
- Personal data held for the purpose of examination processing shall not be used or disclosed in any manner incompatible with that purpose.
- Personal data held for the purpose of examination processing shall be adequate, relevant and not excessive in relation to the examination processing.
- Personal data shall be accurate and, where necessary, kept up to date
- Personal data shall not be held for longer than it is necessary for the examination process. Trinity will clear down old personal data at specific intervals.

An individual is entitled at reasonable intervals and without undue delay to have access to any personal data held by Trinity. Trinity will levy an administration fee for providing such information. For further information regarding the UK Data Protection Act 1998 please refer to [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

#### Changes to Trinity Online and Conditions of Use

We may at any time modify, add or delete:

- Any of the Trinity Online services
- Any of these Conditions of Use

We will give you 14 days notice of material changes.

### Trinity Online New Account Details

|  |                    |                       |
|--|--------------------|-----------------------|
| <b>Name</b>  | <b>Job Title</b>   | <b>Email Address*</b> |
|  |                    |                       |
| <b>Centre Number**</b>   | <b>Centre Name</b> |                       |
|  |                    |                       |
| <p><b>I agree to use the Trinity Online system in accordance with the Conditions of Use above.</b></p> <p><b>Signed:</b></p> |                    |                       |

\* You must provide a private email address to which your password will be sent. This must not be accessible by anyone else.

\*\* This will have been allocated to you when you registered as a Trinity examinations centre.