

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, or by telephone on +44 (0)20 7820 6100. New registration details will be sent to you within 14 days of acknowledgement.

Personal data

Trinity College London ('Trinity') collects your personal data and the personal data of candidates for the purposes of administering your, and your candidates' day-to-day relationship with Trinity and the administration of examinations. Any such personal data is held within a secure server environment. This data may be shared with third party service providers to the extent that they need to have access to it in order to provide a service to Trinity, if required. Trinity will not sell your personal data to other organisations for marketing purposes.

Personal data regarding you or other individuals collected and processed by you must be done in accordance with UK data protection legislation, which is designed to safeguard personal data and to ensure that the privacy of individuals' personal details is respected. Trinity may wish to contact you from time to time to provide information about our products and services.

If you do not wish to receive these types of communications, please let us know by writing to the address below.

You have the right to request access to the personal data that Trinity holds about you.

To exercise this right or request further information, please write to: Trinity College London, 89 Albert Embankment, London, SE1 7TP.

For further information regarding UK data protection legislation, please refer to www.ico.gov.uk.

By submitting this form, you consent to the processing of your personal data for the purposes described above.

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

Trinity Online account details

Name of Institution

Centre number* (if known)

Examination Administration contact RESPONSABILE DEGLI ESAMI A CUI VIENE RILASCIATA LA PASSWORD

First name

Last Name

Job title

E-mail address**

Date / /

Signed _____

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

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