

Trinity Online

Conditions of Use

These Conditions of Use are important; you must read and understand them before signing your application form for Trinity Online.

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 **trinityonline.trinitycollege.co.uk** or telephone **+44 (0)20 7820 6100**. New registration details will be sent to you within 14 days of acknowledgement.

Personal Data

Your information 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 examination 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

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.

APPLICATION FORM TO ACCESS TRINITY ONLINE

Details

Name of User	Job Title
Centre ID	e-mail address

Please ensure you have provided an e-mail address and that it is written clearly as this is how you will be notified once your user account has been activated.

General - please tick as appropriate

How do you connect to the internet?	<input type="checkbox"/> None <input type="checkbox"/> Modem/ISDN <input type="checkbox"/> Subscriber line (eg ADSL/DSL) <input type="checkbox"/> Leased line (eg T1/T3) <input type="checkbox"/> Other (please state) <input type="checkbox"/> Don't have any facility
What are your billing arrangements with your internet service provider?	<input type="checkbox"/> Free <input type="checkbox"/> Flat fee <input type="checkbox"/> Pay per minute <input type="checkbox"/> Pay per megabyte (Mb) of data sent/received. <input type="checkbox"/> Other (please state)
Do you use the same connection for the internet and your telephone?	<input type="checkbox"/> No - I have an independent internet connection. <input type="checkbox"/> Yes - I use the same line.
What browser do you use?	<input type="checkbox"/> Internet Explorer <input type="checkbox"/> Netscape Navigator <input type="checkbox"/> AOL <input type="checkbox"/> Other (please state)
What program do you use to read email?	<input type="checkbox"/> Outlook <input type="checkbox"/> Netscape <input type="checkbox"/> Online (hotmail/freeserve/email.com etc) <input type="checkbox"/> Lotus Notes <input type="checkbox"/> Other (please state)
When you use the Internet or email do you have regular access to...	<input type="checkbox"/> A black and white printer <input type="checkbox"/> A colour printer <input type="checkbox"/> No printer

I have read and agree to use the Trinity Online system in accordance with the Conditions of Use.

Signed: _____ Name : _____ Date: _____

Organisation Chop:

Please return the completed agreement to Trinity College London:

Hong Kong Office:

7 Floor Workington Tower
 78 Bonham Strand
 Sheung Wan, Hong Kong
 Fax: 2392 2424
 上環文咸東街78號華東商業大廈7樓

China Office:

4th Floor Block 4
 No. 1605 Fuqiangnan Road
 Futian, Shenzhen P.R.C
 Fax: 0755 8347 0234
 深圳市福田区福强南路1605号
 益田花园豪园居商业裙楼四栋四楼

Macao Office:

Avenida da Praia Grande 599
 Edificio Comercial Rodrigues
 10 andar E, Macao
 Fax: 2855 0736
 澳門南灣大馬路599號羅德禮商業大廈10E