***Collection of Information for TrentU Cards***

The TrentU Card Office asks you to provide your name, student number, photograph and a photo of government issued photo ID for the purpose of creating and administering your TrentU ID Card(s).

The photo of your government issued photo ID will only be used to confirm your identity and will be deleted automatically upon approval of your photo for your TrentU ID Card(s). Your photo of your government issued photo ID will only be accessible by staff of the Card Office and will not be shared with anyone else, including any department or employee at Trent.

The card identifies you as a valid user of Trent services such as transit, library, health, athletics and food services. It is also required as ID for exams and to control access to University facilities. Information provided for the TrentU Card may be used to issue placement ID badges or membership cards to students in professional programs. A complete list of uses can be found at <https://www.trentu.ca/trentucard/>

The information you provide for your TrentU Card(s) will be kept on file in electronic format for the duration of your academic career at Trent, with the exception of your government issued photo ID which is deleted when your photo is approved. Your information may be accessed by authorized University personnel for identification purposes related to security or on-campus housing. Like all personal information, photos are managed in accordance with privacy protection legislation and the University’s privacy policy.

This information is collected under the authority of the Trent University Act, Section 18(3)(c). If you have any questions about the management of your personal information by the TrentU Card Office, contact TrentU Card Administrator at (705) 748-1011 extension 7431 or email [campuscard@trentu.ca](mailto:campuscard@trentu.ca)