



The  
Bikeability  
Trust

The Bikeability Trust  
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**Dear head teacher and group leaders who book Bikeability,**

The Bikeability Trust, the charity who manages the Bikeability programme on the behalf of Active Travel England, has developed a new digitised approach to how we organise Bikeability with you. This is designed to improve the booking, consent and course feedback process for you and your pupils. The content of Bikeability cycle training will not change and courses will continue to offer the same high standard of cycle training education.

As part of this new approach, we have developed a web-based app for Bikeability cycle instructors to access and record information to better support your pupils. From 15 April 2024, Bikeability cycle instructors will use mobile phones as a part of their instructing work to access this app in order to:

- Make emergency telephone calls
- Register pupil attendance
- Confirm that parents have consented to Bikeability cycle training
- Access additional information, such medical information or adjustments required for pupils with SEND
- Record pupil progress
- Communicate directly to parents, via email
- Record aggregated responses to hands up survey, to provide evidence for the value of Bikeability

Instructors will access this information via a unique log-in. Any data held on a mobile device is encrypted and protected by two factor authentication. Once the training is complete and transmitted to the Bikeability Link server, data is automatically cleared from the instructor device.

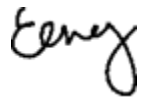
Instructors will not use their mobile phones to share confidential information, take photos or videos (without explicit permission) or in a way that may distract from delivering high-quality cycle training. You may wish to support cycle instructors by offering them space, such as the staff room, to submit the required data onto their mobile phone, once training is complete.

We have updated our [privacy notice](#) to reflect how we will hold personal data, which has been reviewed and approved by Active Travel England.

We hope you agree that there has never been a more important time to ensure every child has the confidence to enjoy cycling. The Bikeability Trust is committed to ensure that no child misses the opportunity to develop this important life skill and we hope you will support us in this endeavour by helping us embed this new digital approach in your area.

Thank you for your time and attention.

Yours sincerely,



Emily Cherry  
Chief Executive  
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