

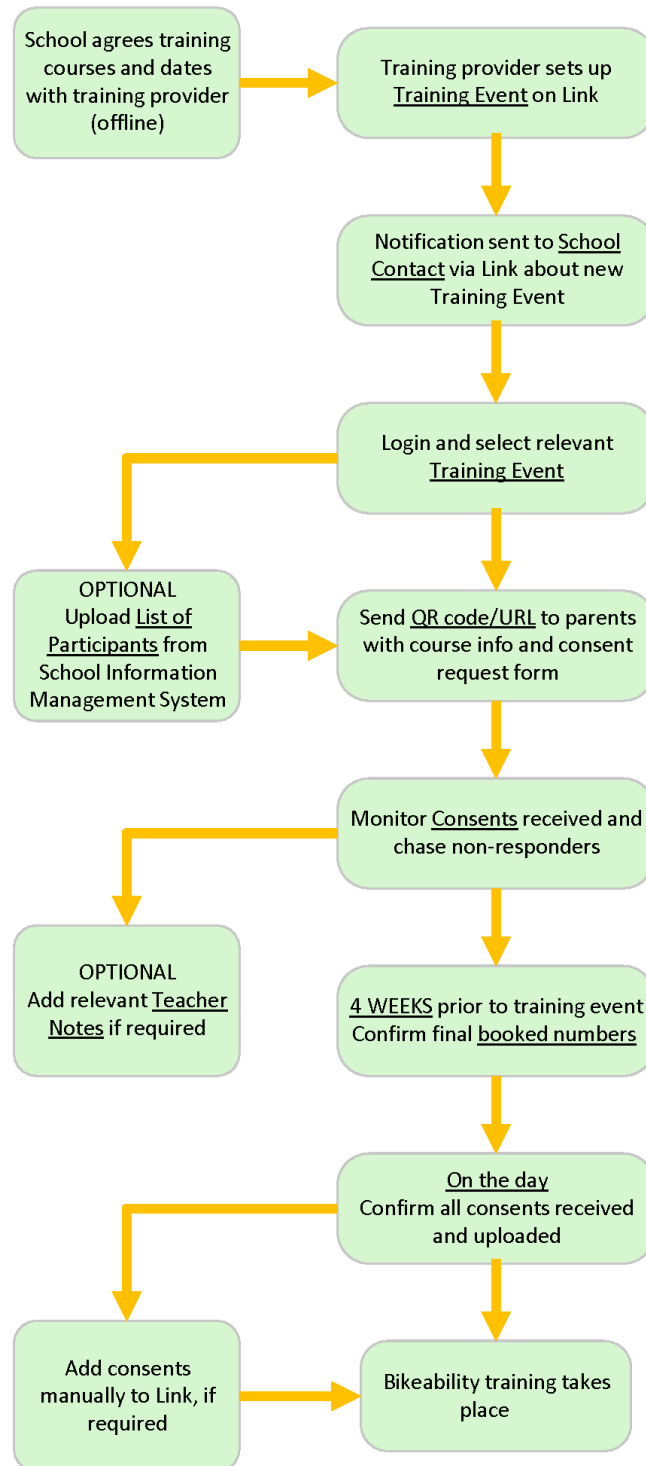


Schools and Organisations Onboarding Pack

Last updated: 4 June 2024

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End to end process overview





Link User Guide

Overview

Link is the system used by The Bikeability Trust to administer cycle training. It is the central hub for all rider data and for training providers to monitor consents, training outcomes and feedback for riders.

The school/organisation login allows users to undertake the following functions:

1. Track consents received for Bikeability training
2. Upload class lists from ESS SIMS to track consent response against list and allow The Bikeability Trust to gather rider characteristic data by aggregating information from the class list upload
3. Review consents received and add additional notes for instructors
4. Add last minute consents taken by the school on behalf of the parent
5. Add/remove school contacts
6. Confirm the final booked figures for the courses so that your local authority/training provider can be paid for the training.

School/Organisation Login

When a training provider adds you as a host organization, you will be emailed credentials to login to the Bikeability Link system.

<https://link.bikeability.org.uk/login>

Two Factor Authentication

To protect data, access to the Link server requires two factor authentication. You may authenticate access using either Google Authenticator or by receiving an email with a Link to your email account. Google Authenticator is available from the Apple App Store or via Google Play. We recommend Google authentication if possible as this allows instant access. Simply scan the barcode displayed on Link to quickly set-up the app.

At first login, you will be asked to choose your authentication method and to change your password to one that conforms with our basic password requirements. Passwords must have at least 8 characters, 1 capital, 1 numeric and 1 special character. If your existing password does not meet these requirements, you will be asked to set a new password at first login.

Reauthentication is required at regular intervals or should you change your authentication method or attempt to login from a new device. Once you have set up your password and authentication method, you will be asked to sign in with an authentication code.

1. First update your password to comply with our basic password rules.



My profile

Update Profile

2FA Method

Update Profile

First Name

Last Name

Email

New Password

Confirm New Password

*Passwords must have at least 8 characters, 1 Capital, 1 numeric and 1 special character

Mobile Number*

*Please add a mobile number. This number will only be used for account recovery. If you do not receive a 2FA code by email and need to select a different 2FA method, then we will text a code to allow you to access your account to select a different authentication method.

Landline Number

UPDATE

2. Then select your preferred two factor authentication method. We recommend using the Google Authenticator app as some organisations have aggressive antispam settings that can sometimes prevent 2FA emails from getting through. If selecting Google Authenticator, scan the barcode or enter the code to add your device and then provide the authentication code to complete set-up.



My profile

[Update Profile](#) [2FA Method](#)

Two Factor Authentication

Two-Factor Authentication (2FA) is now enabled on your account. Please choose either email or Google Authenticator for two factor authentication. Authenticator can be downloaded from [Google Play](#) or the [IOS App Store](#) and is a quick and easy way to access your verification code.

Email

Google Authenticator

Download Google Authenticator from [Google Play](#) or the [IOS App Store](#)

-
-
3. You will be automatically logged out once you have selected your validation method and will need to supply a verification code at next login.

Training Deliveries

Use your log-in to access your Link school/organisation page.

Video: [School login and course management](#)

This video gives you a breakdown of school login, including where to find QR codes and how to confirm booked figures.

Please note: The screenshots presented display 'school' written on them, but the functionality will be the same for organisation. You can follow the screenshots below for guidance.



DASHBOARD

SCHOOL

VIEW CONTACTS CHORLEY
ALL SAINTS CHURCH OF
ENGLAND PRIMARY SCHOOL
AND NURSERY UNIT

TRAINING DELIVERIES

VIEW CHORLEY ALL SAINTS
CHURCH OF ENGLAND
PRIMARY SCHOOL AND
NURSERY UNIT DELIVERIES

Hi Test!

Welcome to Bikeability Link this afternoon.



SCHOOL

**Chorley All Saints Church of
England Primary School and
Nursery Unit : View/Edit
Deliveries**

You will see all booked deliveries by clicking "View 'School/Organisation name' Deliveries" on the left-hand side of the page menu.



School Deliveries

Upcoming Completed

RESET FILTERS

Start Date	End Date	Module	Year Group	Provisional Places	Confirmed Booked#	Riders Allocated	Consents Received	Status	
All ▾		All ▾	All ▾					All ▾	
16 April 2024	21 May 2024	Learn	Y6	1	1	1	1	In Progress	⋮
16 April 2024	21 May 2024	Level 1 & 2 Combined	Y6	3	4	0	0	In Progress	⋮

RESET FILTERS

You can view both upcoming and completed deliveries in this section, organised based on the dates entered during the booking process by your training provider.

When a training provider creates a training delivery for your School/Organisation it will appear on this list and status (far right-hand side of the screen) will show as 'Event Created'.

Confirm booked figures

It is vitally important that schools confirm final booked figures as evidence of booking numbers. This confirmation is necessary for your local authority to claim a grant allowance per head.

You can confirm your booked places no sooner than one month before the start date of a specific delivery up until the first day that the overall delivery event is due to start.

Video: – [How to confirm booked figures](#)

This tutorial video demonstrates how to confirm booked figures for School/Organisation attendance. Learn the importance of updating attendance figures and how to efficiently confirm the number of attending riders.



To confirm a new booking click on the three dots next to the 'Event Created' status and choose 'Confirm Booked' (you can view it first by clicking on 'View').

Confirm Course Places Booked

Delivery Course Details

Please confirm below your final booked number for your forthcoming Bikeability session. You should be entering the number that you now anticipate will be attending the course – this may differ from your initial estimates when you first made the booking. Your final booked number will help your training provider to plan instructor numbers and will determine the amount of grant funding that can be claimed, so it is essential that this is accurate.

Course	Confirmation Status	Confirmed By	Booked#
Level 1	UNCONFIRMED		<input type="text" value="0"/>

CONFIRM

You can amend the number of places booked by typing in a number in the 'Booked' box. By clicking the green 'Confirm' button the status will change from unconfirmed to confirmed.

Confirm Course Places Booked

Delivery Course Details

Please confirm below your final booked number for your forthcoming Bikeability session. You should be entering the number that you now anticipate will be attending the course – this may differ from your initial estimates when you first made the booking. Your final booked number will help your training provider to plan instructor numbers and will determine the amount of grant funding that can be claimed, so it is essential that this is accurate.

Course	Confirmation Status	Confirmed By	Booked#
Level 1	CONFIRMED	School Test	<input type="text" value="6"/>

CONFIRM

The status will change to 'In Progress' on the main delivery page when the delivery begins.



Delivery details

Click on the three dots on the far-right side of a delivery and then click 'View' to get an overview of the delivery. There are tabs at the bottom of the summary screen with further information.

Delivery Details

IN PROGRESS

Grant

Number: 2023/999999
Label: Springfields Test 23/24
Period: 2023/2024
This delivery event has been created by Ambridge Cycling Society

Phone Number:

Email: contactus@hotmail.com

Grant Recipient

Name: Springfields Council
ID: 999

Summary

TRAINING PROVIDER

Ambridge Cycling Society

START DATE

26 Feb 2024

END DATE

26 Mar 2024

Delivery Location: Seven Sisters Primary School
South Grove
Tottenham
London
N15 5QE

Instructors

Diini Muse 991997/NSI

Please scroll down to see the QR codes



QR Code Tab

To see the consent form scroll down and select the 'QR Code' tab. These are the links that will have been sent to parents. If you need to reshare, you can reshare the URL digitally or add the QR code to a letter that is sent home to parents.

[QR Code](#) [Courses/Consents](#) [Riders/Consents](#)

Parental Consent Link and QR Code

URL: <https://consent.bikeability.org.uk/disk-gag-ooH>



[DOWNLOAD QR CODE \(SVG FORMAT\)](#)

[DOWNLOAD QR CODE \(PNG FORMAT\)](#)

You have the option to download the QR code in two formats. SVG and PNG

Courses/Consents Tab

The "Courses/Consents" tab provides a quick snapshot of your course bookings. Here, you can see the number of people who have booked, the riders allocated, and the status of consent forms - whether they've been given, refused, or are still outstanding.

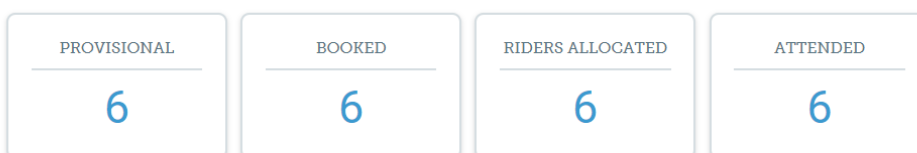


QR Code Courses/Consents Riders/Consents

Courses in Delivery



Level 1 & 2 Combined (Year Group: Y5)



Riders/Consents Tab

The 'Riders/Consents' tab is your dashboard for managing all things related to riders and their consents. Here you have the facility to upload a rider list from SIMS if you use that system. The benefit in doing so is that you will be able to see consents matched against the class list that you upload and quickly and easily identify and pupils that have yet to receive consent. Upload of this data also automatically includes all of the rider characteristic data that the training provider will need to report on and this will automatically be aggregated for those riders that complete the training.

Upload rider details from SIMS management systems

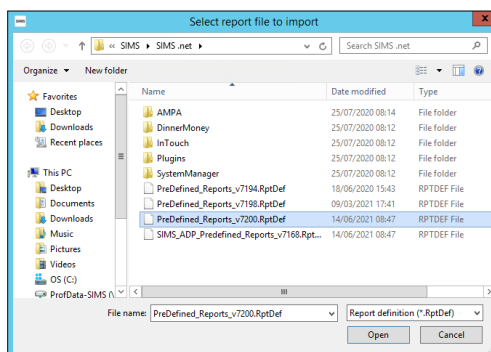
This functionality is not available for organisations

Stage 1 - Save the Report Template

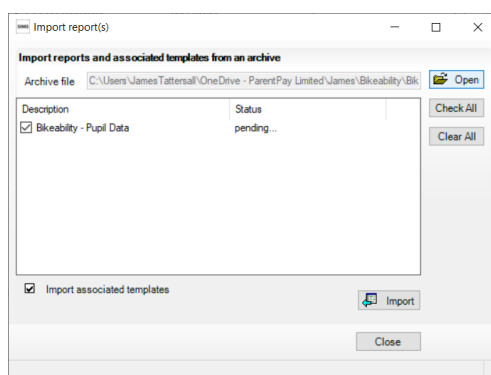
First step is to save the report template to a location on your computer.

Stage 2 - Importing the Report Template

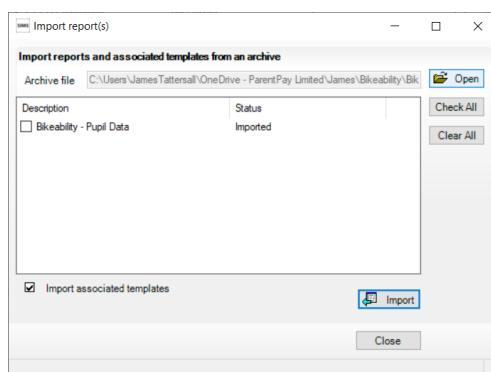
1. To import a report definition file, select Reports | Import.



2. In the Select report file to import dialog, click 'Open' and find the report definition file (as saved in Stage 1 in this document).



3. The report will be displayed in the Import report(s) dialog, with the word pending next to it.
4. Click the 'Import' button.
5. The selected reports will now have the Status changed to Imported.



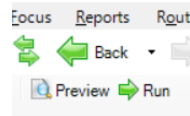
6. Click Close and the report has been imported.

Stage 3 – Running the Report

1. Within SIMS, select Reports | Run Report
2. Click on the + symbol next to Focus and select Student
3. Within the list of reports scroll down until you see Bikeability – Pupil Data

Focus	Name	Focus	Owner	Supplier	Updated	Category
Student	Bikeability - Road Data	Student	Imported	Green Ribsey School	17/01/2024	Public
Staff	Birthday List	Student	Imported	CES Reporting Services	10/08/2023	Public
Class	CAS Act Target v Actual	Student	Imported	CES Assessment Servi...	21/10/2022	Public
Aspect	CAS KS4 Inspection Dashboard Outlines	Student	Imported	CES Assessment Servi...	21/10/2022	Public
Contact	CAS KS4 Key Groups 2016	Student	Imported	CES Assessment Servi...	10/08/2023	Public
Group	CAS KS4 Key Groups 2017	Student	Imported	CES Assessment Servi...	10/08/2023	Public
Category	CAS KS4 Prog/Meatn Measures	Student	Imported	CES Assessment Servi...	21/10/2022	Public
Template	CAS KS4 Progress all Subjects	Student	Imported	CES Assessment Servi...	21/10/2022	Public
Graduate	CAS KS4 Threshold Measures	Student	Imported	CES Assessment Servi...	21/10/2022	Public
Resultset	CAS Post 16 VA Ready Rackoner	Student	Imported	CES Assessment Servi...	14/05/2018	Public
OMR Template	CAS Post 16 VA Ready Rackoner	Student	Imported	CES Assessment Servi...	14/05/2018	Public
Row #						

- Click the 'Run' button above the list of reports.



- Select the 'Year Group' and 'Reg Groups' required.

- Click 'OK' to run the report
- The Report will open in Excel.

This data is now ready for import in to Link.

Video: [How to upload SIMs data \(Schools only\)](#)

This tutorial video guides you through the steps required to upload your SIMs data.



Riders and Consents

Riders & Consents

Users of ESS SIMS can upload their class list to speed up the consent process for parents and to match data to the list of participants so that you can quickly see who has and has not provided consent. To upload data, please download the report definition below and ask your bursar/office manager to extract and upload the data. Instructions on how to do this are also provided. Once uploaded the list of riders will appear below.

Importing Bikeability Report into SIMS

Bikeability - Pupil Data Report Definition

Upload additional Riders

STEP 1: CHOOSE A DOCUMENT

UPLOAD

CSV only.
Max 4mb.

Where you have received a last minute consent from a parent, you may add the rider and consent data on their behalf using the button below.

ADD RIDER/CONSENT

DOWNLOAD RIDER/CONSENT DATA TO CSV

Name	Year Group	SEND	Medical	Has Bike	Has Helmet	Consent Status	Consent Taken By
Student 1 A	Y5	School:None Parent/Carer:None	None	Yes	Yes	Consent Given	⋮
Student 2 B	Y5	School:None Parent/Carer:None	None	Yes	Yes	Consent Given	⋮
Student 3 C	Y5	School:None Parent/Carer:None	None	Yes	Yes	Consent Given	⋮
Student 4 D	Y5	School:None Parent/Carer:None	None	Yes	Yes	Consent Given	⋮

Once entered, all rider details will be displayed below. This includes crucial information such as the rider's name, year group, any Special Educational Needs and Disabilities (SEND), medical conditions, bike and helmet status, and consent status.

Individual rider information can be edited and teacher notes added which will be visible to instructors using the app. For example, a parent may not have declared a special educational need or a rider might need to be in a separate group from another rider.

Downloading rider consent details

To download a list of consents received for an event, first view the event that you wish to download information for. Click on the 'Riders/Consents' tab at the bottom of the screen and the 'Download Rider/Consent Data to CSV' button.



You can use the consent download data to organise riders in to groups and and present a list of riders to the lead instructor for each day. Individual instructors can then select the groups that they are working with using the Instructor App.

Name	Year Group	SEND	Medical	Has Bike	Has Helm	Consent S	Consent T	Date of Bir	Photograp	Newslette	Primary Pz	Primary Pz	Primary Pz	Secondary	Secondary	Secondary	Emergency	Emergency	Emergency	Bike Chec	Cycle Abili	Free Scho	Telephone	Telepho
Charlie Rider		School:No	None	No	No	Consent Given		No	No		Jimmy Ch	jimmy.charliedad@example.com								No	No	No		
Dimi muse		School:No	None	No	No	Consent Given		No	No		tony hart	thart@hotmail.com								No	No	No		
Student A Y4		School:No	None	Yes	Yes	Consent Given	#####	Yes	No		Test user	bikeability	7.96E+09							Yes	My child c	No	No	
Student B Y4		School:No	None	Yes	Yes	Consent Given	#####	Yes	No		Test user	bikeability	7.96E+09							Yes	My child c	No	No	
Student C Y4		School:No	None	Yes	Yes	Consent Given	#####	Yes	No		Test user	bikeability	7.96E+09							Yes	My child c	No	No	
Student D Y4		School:No	None	Yes	Yes	Consent Given	#####	Yes	No		Test user	bikeability	7.96E+09							Yes	My child c	No	No	
Student E Y4		School:No	None	Yes	Yes	Consent Given	#####	Yes	No		Test user	bikeability	7.96E+09							Yes	My child c	No	No	
Student F Y5		School:No	Nut allergy	Yes	Yes	Consent Given	13-Jun-04	Yes	No		Test user	bikeability	7.96E+09							Yes	My child c	No	No	

Add a manual rider consent

You might receive a last minute consent for a rider to take part in the course received perhaps be telephone/paper or email. You will need to manually add the rider to the system in order for them to take part in the training.

After you click on 'Add Rider/Consent', you will have to complete the entire consent form and click the 'create rider & consent' green button at the bottom of the page.

Video: How to add a rider

This tutorial guides you through the process of adding a rider to your School/Organisation's records.

Create Rider for Delivery #68104

Rider Details

Unique Pupil Number (UPN)

First Name

Last Name

Date Of Birth

Year Group

Gender

Ethnicity

SEND Codes



Parent/Guardian Details & Emergency Contacts

Primary Parent/Guardian

First Name

Last Name

Phone Number

Email Address

Secondary Parent/Guardian

First Name

Last Name

Phone Number

Email Address

Emergency Contact

Contact Name

Phone Number

Relationship to Rider



Consent Information

Overall Consent Given

Test question 1?

Telephone Consent Given

Taken By

Consent Reason/Notes

Child Can Cycle

Does the Child have a Bike

Does the Child have a Helmet

Has Bike been Checked?

Does the child have special educational needs, or disabilities?

SEND Notes

Is there any information that would be useful to help instructors cater for the child's learning needs?

Medical Notes

Medical Notes

Preferences

Photography Allowed?

Join Bikeability Club?

Receive Training Provider e-newsletter and Join Bikeability Club to Receive Bikeability Club e-newsletter?

Notes

Teacher notes for instructors

CREATE RIDER & CONSENT



School/organisation contacts

You can view, amend and add contacts to your school/organisation account by selecting the 'View Contacts' on the menu on the very left-hand side of the page.

Video: [How to add and remove school contacts](#)

This tutorial video guides you through the process of adding and removing School/Organisation contacts efficiently.

Contact Type	First Name	Last Name	Safeguarding Lead	Email	Phone	Class Name	Year Group	...
Head Teacher	Dini	Muse	No	diini.c.sync@gmail.com	07961255758	Orange	Y5	⋮

[ADD NEW CONTACT](#)

You can create a new contact on this page

Create school/organisation contact

To set up a new contact, just click on 'Add New Contact'.

Contact Type	First Name	Last Name	Safeguarding Lead	Email	Phone	Class Name	Year Group	...
Head Teacher	Dini	Muse	No	diini.c.sync@gmail.com	07961255758	Orange	Y5	⋮

[ADD NEW CONTACT](#)

After clicking on 'Add New Contact,' you'll see fields for entering your contact details. Fill them out as required and once you're done, go ahead and press the 'Create' button to add the new contact to the list.



Create School Contact

School Contact Details

Contact Type:

First Name:

Last Name:

Email:

Telephone:

Class Name:

Year Group:

Is Safeguarding Lead?

[CREATE](#)

Edit contact

If you need to update any contact information click on the three dots on the right side of the contact and then select 'Edit' to make any changes you want.

School Contacts

OPTIONS ▾

Contact Type	First Name	Last Name	Safeguarding Lead	Email	Phone	Class Name	Year Group	...
Head Teacher	Diini	Muse	No	diini.c.sync@gmail.com	07961255758	Orange		Edit Remove

[ADD NEW CONTACT](#)

After you've made all the necessary changes ensure that the 'Update' button is clicked to save them.



Edit School Contact

School Contact Details

Contact Type	First Name	Last Name
Teacher	David	Pen
Email	Telephone	Class Name
		Test
Year Group		
No Year Group		
<input type="checkbox"/> Is Safeguarding Lead?		

[UPDATE](#)

Remove contact

To remove a contact click on the three dots on the right side of their entry and click on them. You'll see an option to 'Remove'—go ahead and click that.

School Contacts

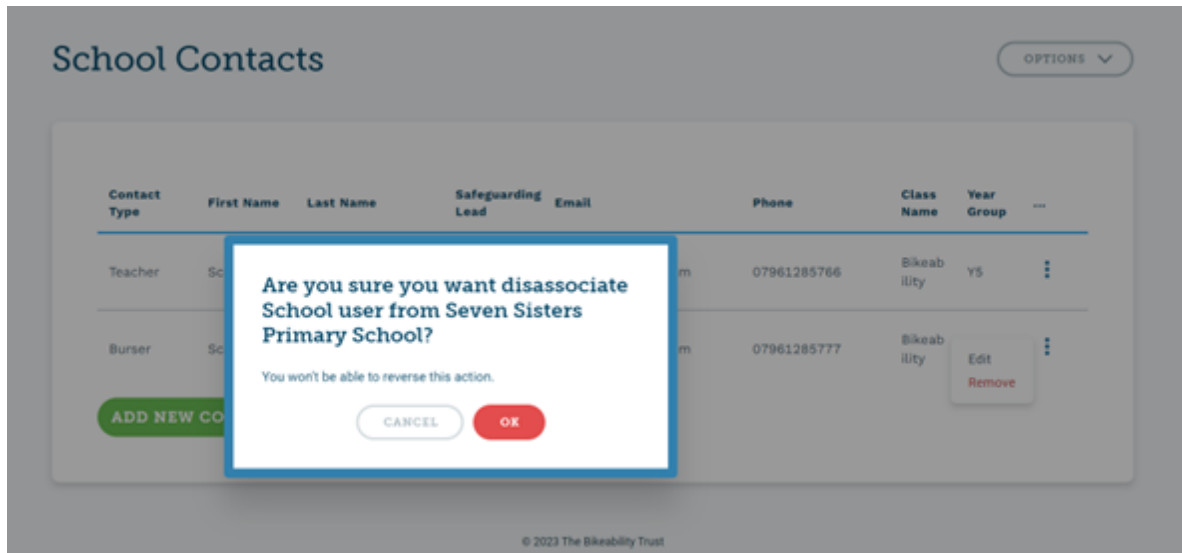
OPTIONS ▾

Contact Type	First Name	Last Name	Safeguarding Lead	Email	Phone	Class Name	Year Group	...
Head Teacher	Diini	Muse	No	diini.c.sync@gmail.com	07961255758	Orange		<div>Edit Remove</div>

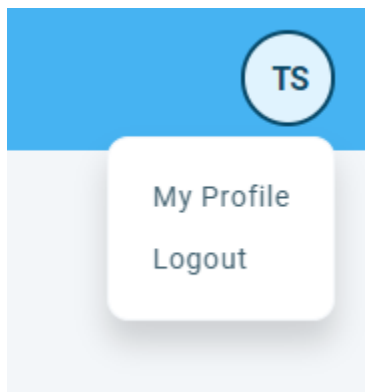
[ADD NEW CONTACT](#)

Press ok to remove.

It will ask for a reason for removing where you can type 'left organisation' or 'no longer Bikeability lead' or another reason for removing them.



To logout of Link or update your profile information including password, please use the top left menu.





Award Materials and Bikeability Club

Award Materials

We have redesigned our award materials to be more fun and engaging, and improved the quality of our badges. You may continue to use existing award materials, as we do not expect you to throw out or destroy current stock. Instructors will not need to complete the outcomes on the certificate, as these will be emailed using outcomes inputted on the Instructor App.

New certificates and stickers will shortly be available for purchase on our Shop. For any enquiries, please contact orders@bikeability.org.uk

Booklets are no longer available for purchase. Our website features [tips and advice](#) which were available in the booklet, and we have posted a variety of useful videos on our [YouTube channel](#) and website. Riders will receive further information by email and on the Bikeability Club.

Bikeability Club

After the course has been completed, parents will be sent a unique URL to access their child's rider outcomes and instructor feedback, called the **Bikeability Club**. This website will include:

- Outcomes required for Bikeability course
- Standard achieved by rider
- YouTube example videos for each outcome
- Individual feedback from Bikeability instructor
- Digital course badge (in addition to physical badge and certificate received after course completion)
- Digital badges for activities, such as "I cycled up a big hill" or "I cycled with my family". These are self-reporting, so families can click to "claim" a badge once they have completed an activity. Badges will be sponsored by commercial partners and include unique offers for families to access.
- Links to additional resources, including how to become a cycling instructor and where to find your nearest cycling club

[An example of the website can be seen here.](#)



Bikeability Club



Welcome to Bikeability Club

The area for riders who've taken part in Bikeability cycle training (and their grown ups!). Access your rider reports, earn digital badges, claim exclusive offers and more.

Well done Rider! You've taken part in Bikeability at Test Organisation (non school). Now it's time to continue your cycling journey.

Hey Rider, here's your Rider's Report for Level 2.

Activities Undertaken

Identify and respond to hazards

Maintain a suitable riding position

Comply with signals, signs and road markings

Communicate with other road users

Negotiate road junctions

Ride assertively

Cooperate with and respect other road users

Completed

On my own

With practice

With assistance

On my own

With practice

With assistance

On my own

more

more

more

more

more

more

more



Great work!

More Badges

Badges allow you to celebrate achievements you've made beyond Bikeability! Learn how to earn any badge by simply tapping on it, and don't forget to check out our exclusive offers from our partners too.





Feedback and Support

Issues and feedback can be reported by an online form. The form is available for grant recipients, training providers, instructors and schools.

<https://forms.office.com/e/CzjwAaYXYR>

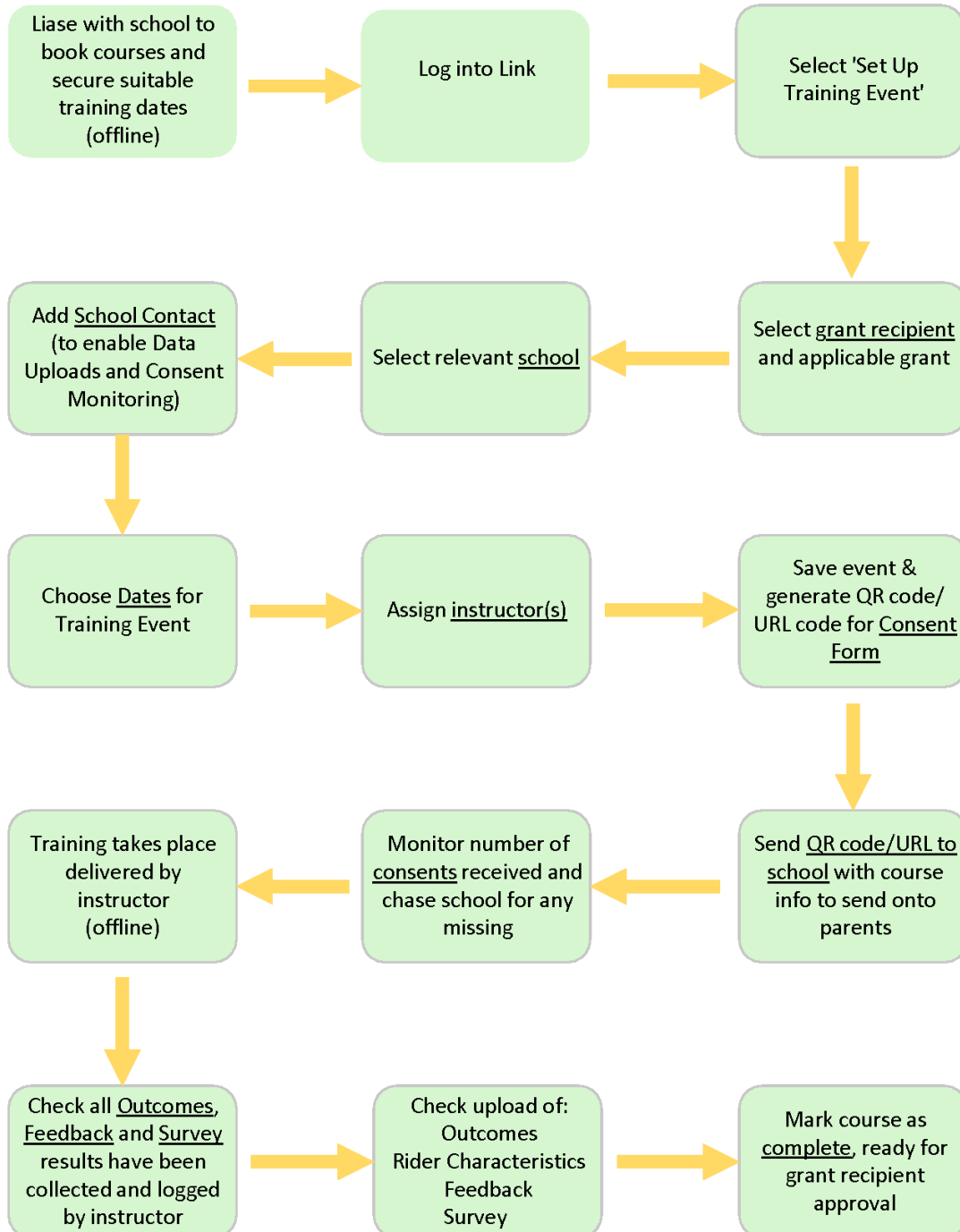
Drop-in support sessions will be available on Wednesdays between 2pm – 5pm. 30-minute slots will be available for grant recipients, training providers, schools and instructors.

<https://calendly.com/simon-by0x/30min>

<https://calendly.com/diini-udbg/30min>

Supplementary documents

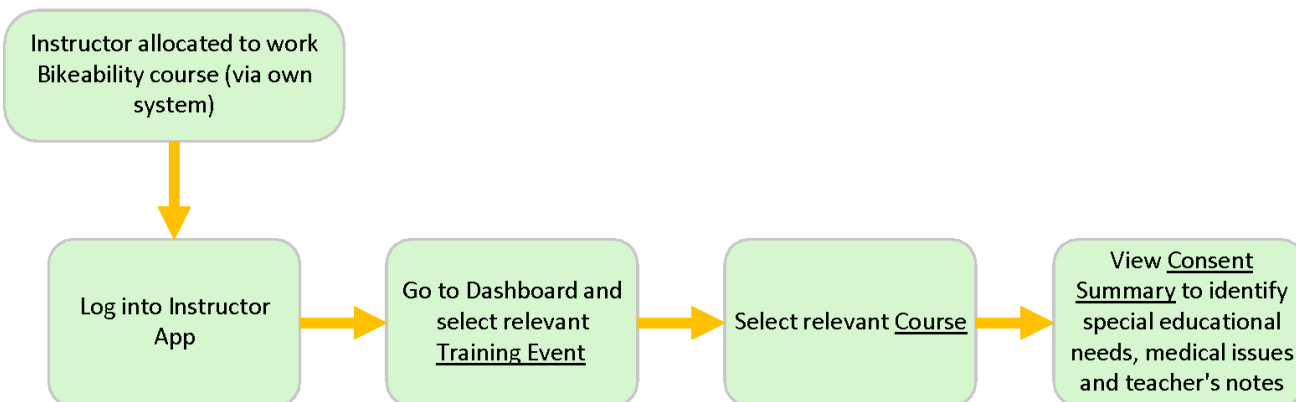
Training provider user journey



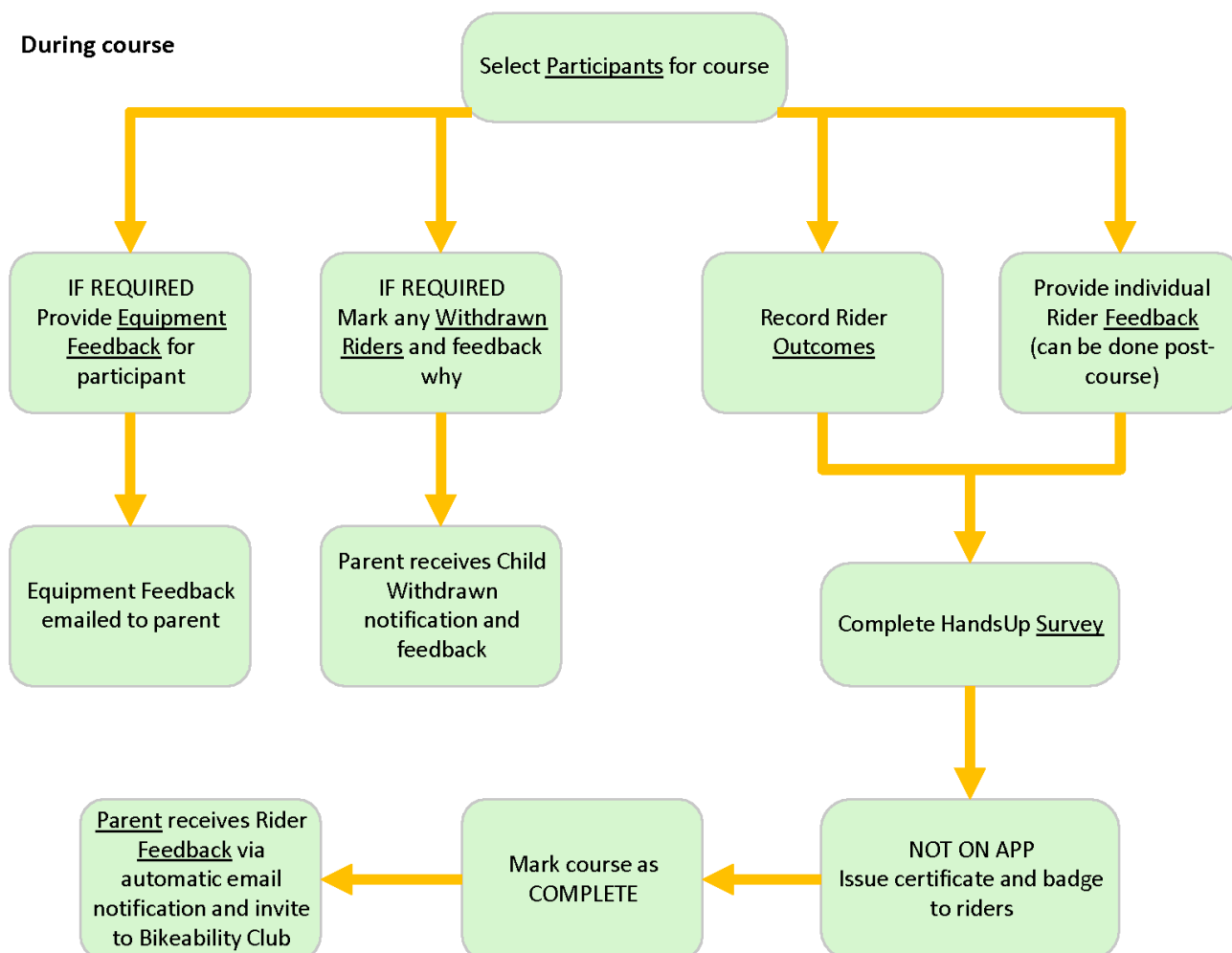


Instructor user journey

Before course starts

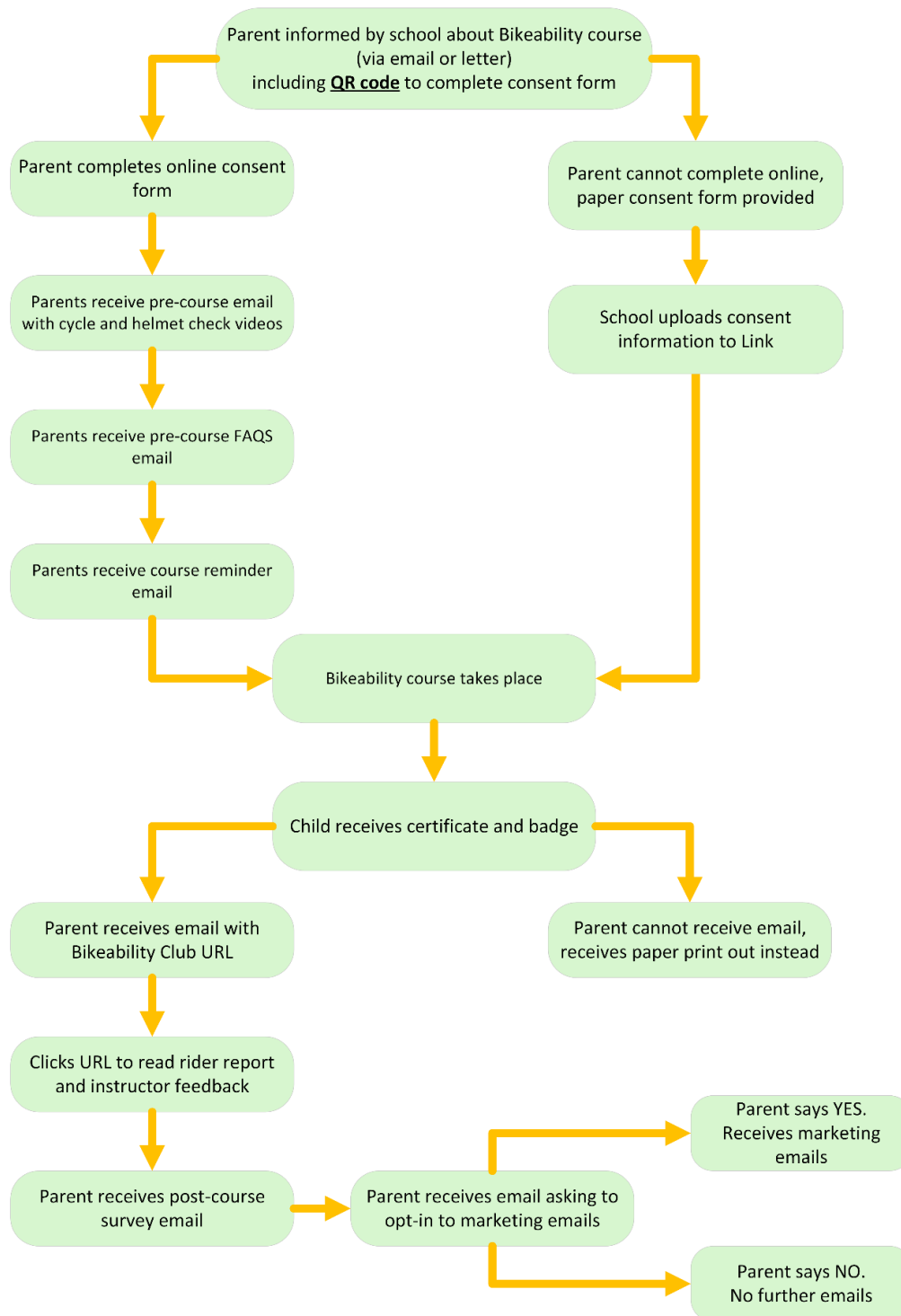


During course





Parent user journey





GDPR

Digitisation Data Sharing Role Diagram

The law specifically defines different parties and the role they play when personal data is gathered and processed for any given purpose. Broadly, there are two roles and a party (any organisation including a sole trader or partnership) must understand which it is before any personal data is processed.

With reference to the Digitisation Data Sharing Role diagram, you will note that The Bikeability Trust acts as both a processor and controller as defined as follows:

A **data controller** is a party that determines why data is processed, what data may be gathered, the purpose for the processing activity, how long it may be retained and who it may be shared with. A controller of data must be registered with the Information Commissioner's Office (ICO), have a policy and be responsible for all personal data it may use to achieve any given purpose it has identified.

A **data processor** is a party that processes data but only because it has been instructed to do so by another organisation acting as a data controller. It may only process the data in accordance with the instructions it has received. Typically, these instructions will be in an agreement. It does not need a data protection policy to guide it as the instruction provides the guidance. It may also be a data controller but for a different purpose. For example, The Bikeability Trust is a data controller for most of its activities, but for the purposes of providing access to the app, it is a data processor providing services to the training providers and instructors which include secure access to the personal data of children.

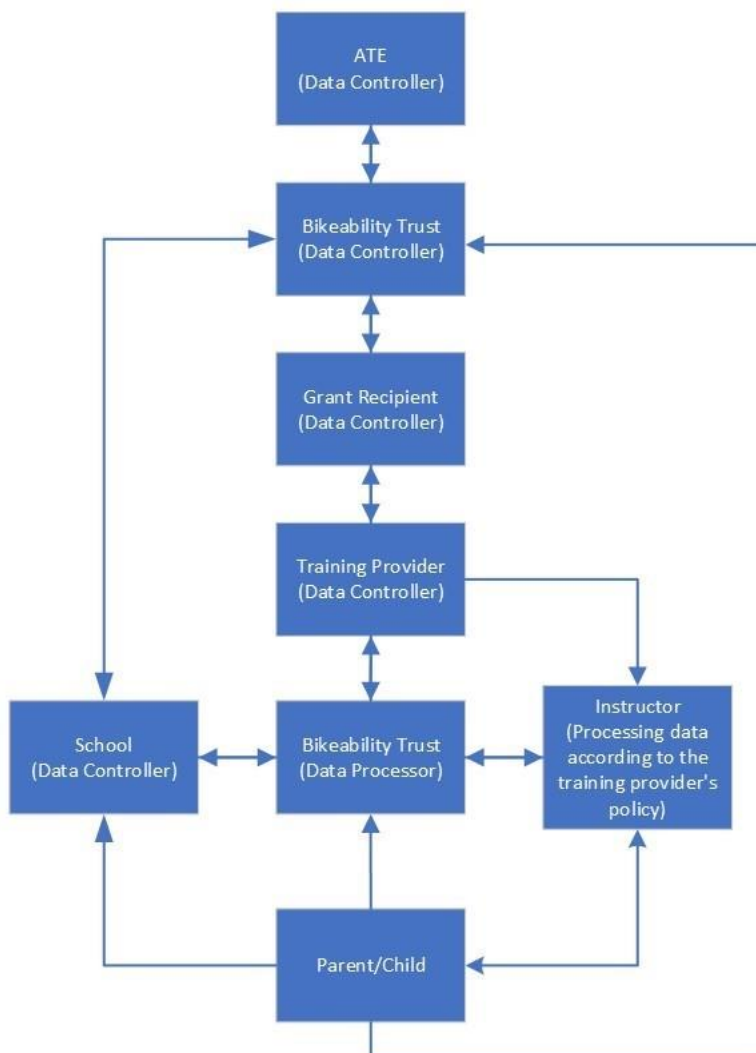
We have identified different roles where we make determinations or decisions about the data and where we don't. For example, where we store the data you upload to the Instructor App, we are not making any decisions, merely providing safe storage for you, and ensuring you can access the data you upload when required. In this way, we are a processor acting on your behalf as the data controller. However, where we may use the data to make determinations such as the effectiveness of the scheme, or for analytical or reporting purposes, we are the controller of the data. **A training provider will be a data controller.** For illustrative purposes only, an instructor who is a third party to a provider, is likely to be a data processor to the provider who will be the data controller. However, this can vary so if you are in doubt, you should take legal advice.

Where each party is a data controller they may process the data in accordance with their policy, the parties may also share such data with other controllers where it has established a clear purpose as defined in the diagram.

Each party must establish a lawful basis for processing the data. Such bases may be different depending upon the purpose that has been identified. There must also be a lawful basis to share the data with another party to the agreement.

A controller to processor agreement between the training provider and the Trust, should be in force. Where the Trust acts as a processor the UK GDPR Article 28 processor clauses should be

included in the contractual agreement. A controller-to-controller data sharing agreement should also be in force between the training provider and school.



Flow Diagram Roles and Explanations

Data Processors

The Bikeability Trust

For the purposes of providing the Instructor App. The Bikeability Trust's responsibilities include securely storing the data uploaded and ensuring access to the data for all authorised parties. They do not determine what data is uploaded. In this case, they are the data processor who is working on behalf of the controller who use the Instructor App.



Instructors

Instructors are responsible for delivering Bikeability training and follow the instructions of the training provider, for example, the date training will be delivered. This makes the instructor a data processor. The associated training provider is responsible for making sure the instructor has appropriate instructions.

Data Controllers

Active Travel England

Active Travel England processes personal data to determine the outcome of the project. Information may be anonymised, this information is not applicable to the law.

The Bikeability Trust

The Bikeability Trust measures the progress of the project and determines the best way to achieve various objectives connected to the project.

Grant recipients

The grant recipient decides how to deliver the training and who will deliver it.

Training providers

The training provider decides how best to meet its obligations when delivering Bikeability training. Making these decisions make the training provider a data controller.

Schools

For the purpose of ensuring children and their parents/carers can access the course information. They may determine who attends the course and when.

Parents/Carers and Child Riders

The parent/carer and child rider are not subject to data protection law. They are neither a data controller or data processor. Any personal data they handle or share is referred to as "domestic" use. However, they do have UK GDPR information rights that all parties must uphold.



Offline documents/ Paper templates

There may still be circumstances where a parent is unable to complete a digital consent form. A paper based template is provided for that purpose. Please ensure that the information is added to Link through your school login so that the Bikeability instructors can record course outcomes and feedback for the riders. Riders can only be added via the school consent login or via direct response to the consent form.

Consent Form: [download PDF to print](#)

Training providers are required to submit rider characteristics for each course that they run as a condition of receipt of grant funding. They may wither collect this data directly during consent or may ask you directly for the information, in which case the Rider Characteristic Form can be completed and given to your training provider.

Rider Characteristics' Form: [download PDF to print](#)