**Model booking, consent and rider characteristics collection form for adults**

**September 2021**

This form can be used to collect consent and rider characteristics data directly from adults in advance or at the time of training.

We recognise training providers have different approaches, however we have provided this rider characteristics collection method that includes the additional ethnicity categories and prefer not to say in line with the ONS (Office of National Statistics). For more details on this or any other queries, please consult the [Rider](https://www.bikeability.org.uk/for-training/rider-characteristics/) Characteristics FAQs.

All **red type** should be replaced by the relevant information specific to your organisation. You may amend this form to comply with your own policies and procedures.

The data must be collected and stored in line with GDPR and your own Privacy Policy.

**Dear Rider**

Great news! You will be participating in Bikeability cycle training.

We need your consent to participate in Bikeability cycle training. Please complete the following form and return it as soon as possible to training provider contact details . Failure to complete this form will unfortunately result in you being unable to take part in Bikeability cycle training.

**What is Bikeability?**

Bikeability is the government’s national cycle training programme. It helps you learn practical skills and understanding of how to cycle on today’s roads. Bikeability gives everyone the confidence to cycle and enjoy this skill for life.

Find out more: [www.bikeability.org.uk](http://www.bikeability.org.uk)

**Your name (or give your full name and contact details if you are filling in this form for someone else):**

**Organisation:**

**Relevant medical conditions:**

**Relevant additional or special educational needs:**

**I am happy for photographs or videos to be taken of me during Bikeability cycle training.** These images may be used by the name of training provider, The Bikeability Trust and the Trust’s partners to promote the programme. You can find out more about how your image will be used in our Privacy Policy (link to training providers privacy policy)

[ ] Yes [ ] No

You may need to bring a roadworthy cycle and we recommend a helmet that fits securely (insert if your organisation has a helmet wearing policy )

A roadworthy cycle has:

* Inflated tyres, as hard as an apple
* Two working brakes
* A well-oiled chain
* A saddle and handlebars which are fixed on tight

For tips on how to check your cycle is roadworthy, visit <https://bikeability.org.uk/bikeability-training/get-ready/>

If you are still unsure, please seek the advice of a professional mechanic in advance of Bikeability cycle training.

I understand to take part in Bikeability, I confirm the following:

|  |  |
| --- | --- |
|  | Tick to confirm |
| I can ride a cycle and I understand that cycle training may be refused if I cannot ride competently. Delete for Learn to Ride  |  |
| I am medically fit to take part in Bikeability. |  |
| I will bring a roadworthy cycle and I understand that cycle training may be refused if my cycle is not suitable. |  |
| I will bring a helmet that fits securely (Only include if your helmet policy requires it) |  |
| I have read all of the information and consent to Bikeability cycle training  |  |

**Signed**

**Date**

Delivery of this cycle training is subsidised by The Bikeability Trust. To support the equal delivery and monitoring of cycle training across England, the Bikeability Trust is required to collect information about rider characteristics. This data will enable the Trust to demonstrate the need for additional funding and target interventions to ensure everyone has the opportunity receive Bikeability cycle training.

Please complete the following fields, which will be fully anonymised. Link to your Privacy Policy.

|  |  |  |
| --- | --- | --- |
| **Characteristic** | **Category** | **Mark the box that applies to you** |
| Gender | Male |  |
| Female |  |
| Other |  |
| Prefer not to say |  |
| Ethnicity | Asian – Bangladeshi |  |
| Asian – Chinese |  |
| Asian – Indian |  |
| Asian – Pakistani |  |
| Asian - Any other Asian background  |  |
| Black - Black African |  |
| Black - Black Caribbean |  |
| Black - Any other Black background |  |
| Mixed - White and Asian |  |
| Mixed - White and Black African |  |
| Mixed - White and Black Caribbean |  |
| Mixed - Any other Mixed background |  |
| White - Gypsy/Roma |  |
| White – Irish |  |
| White - Traveller of Irish Heritage |  |
| White - White British  |  |
| White - Any other White background |  |
| Any other ethnic group |  |
| Any other ethnic group - Arab |  |
| Prefer not to say |  |

*Office Use Only: Data entered on Bikeability Link (date):*

Please add your Data Protection and Privacy Statement here.