



Schools and Organisations Onboarding Pack

Last updated: 13 January 2025

Contents

| | |
|--|----|
| Schools and Organisations Onboarding Pack..... | 1 |
| Overview Video | 2 |
| End to end process overview | 3 |
| Link User Guide..... | 4 |
| Overview | 4 |
| School/Organisation Login | 4 |
| Two Factor Authentication..... | 4 |
| Training Deliveries | 7 |
| Confirm booked figures | 8 |
| Delivery details | 11 |
| QR Code Tab | 13 |
| Courses/Consents Tab..... | 14 |
| Riders/Consents Tab | 15 |
| School/organisation contacts | 18 |
| Award Materials and Bikeability Club | 24 |
| Award Materials | 24 |
| Bikeability Club | 25 |
| Feedback and Support..... | 24 |
| Supplementary documents..... | 25 |
| Training provider user journey | 25 |
| Instructor user journey | 26 |
| Parent user journey..... | 27 |
| GDPR..... | 28 |
| Flow Diagram Roles and Explanations..... | 29 |
| Offline documents/ Paper templates | 31 |



Overview Video

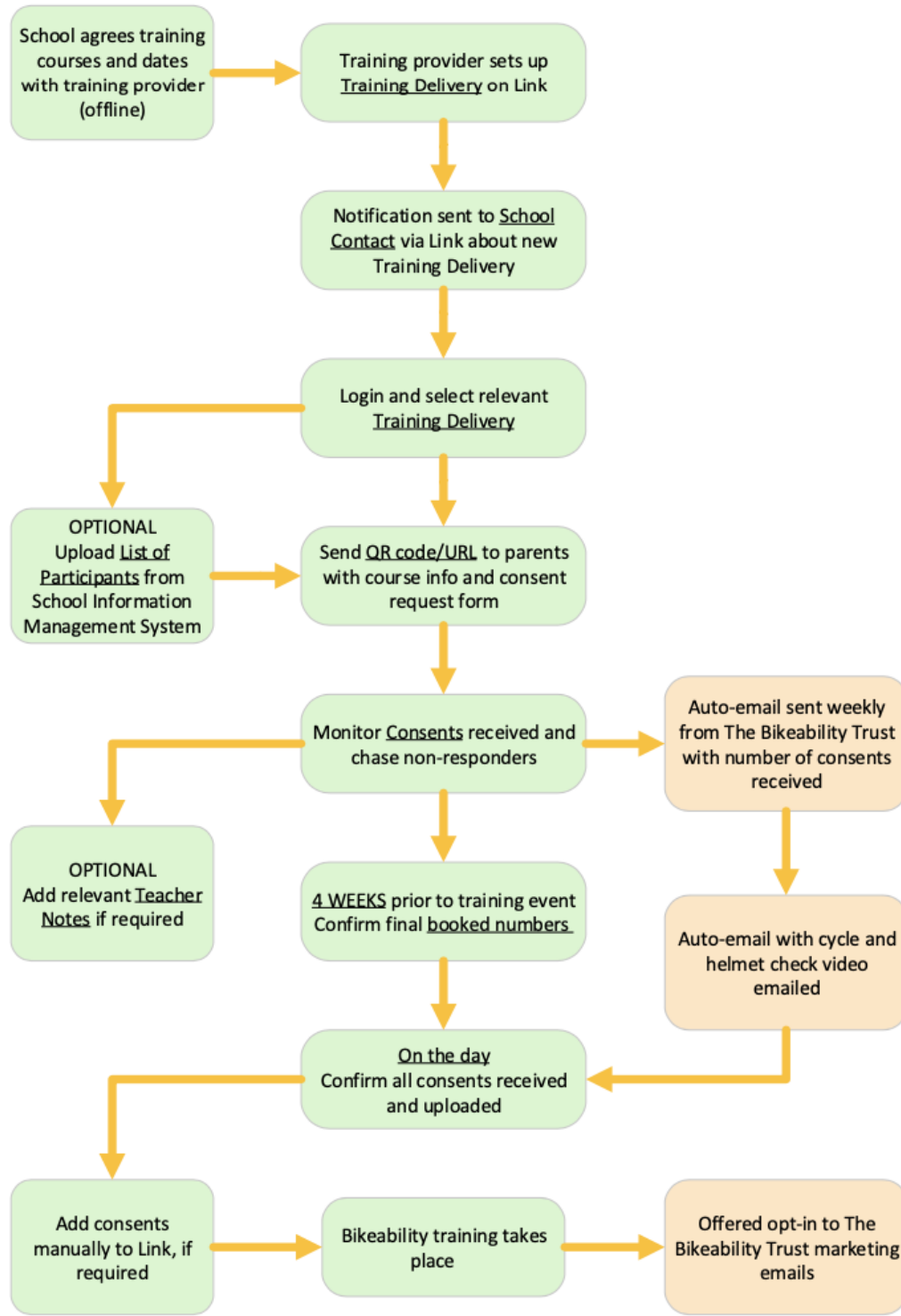
Please watch this video first to help you familiarise yourself with the look and feel of the platform and then read the rest of the guide below to better understand the new Link digitisation functionality.

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

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.



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. Allow The Bikeability Trust to gather rider characteristic data by aggregating information provided
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 organisation, 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 number 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. We ask for a mobile number during this set-up process in case you need to reset your account login. The number provided will only be used to send a text message with a validation code in the event that you have trouble logging in. The number is not used for any other purpose.



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.

link
By Bikeability

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

| Start Date | End Date | Module | Year Group | Provisional Places | Confirmed Booked# | Riders Allocated | Consents Received | Status | |
|----------------|-----------------|---------|------------|--------------------|-------------------|------------------|-------------------|------------------|---|
| 20 August 2024 | 20 August 2024 | Level 1 | Y1 | 3 | 0 | 4 | 5 | In Progress | ▶ |
| 20 August 2024 | 20 August 2024 | Level 1 | Y1 | 3 | 0 | 2 | 5 | In Progress | ▶ |
| 5 October 2024 | 20 October 2024 | Level 1 | Mixed | 10 | 0 | 0 | 0 | Delivery Created | ▶ |

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 'Delivery 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 and up until and including the last day that the overall training delivery 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 'Training Delivery Created' status and choose 'Confirm Booked' (you can view it first by clicking on 'View').

School Deliveries

Upcoming Completed

| Start Date | End Date | Module | Year Group | Provisional Places | Confirmed Booked# | Riders Allocated | Consents Received | Status | |
|-------------------|-------------------|----------------------|------------|--------------------|-------------------|------------------|-------------------|-------------|---|
| 20 August 2024 | 20 August 2024 | Level 1 | Y1 | 3 | 0 | 4 | 5 | In Progress | ⋮ |
| 16 September 2024 | 20 September 2024 | Level 1 & 2 Combined | Mixed | 10 | 5 | 0 | 0 | In Progress | ⋮ |
| 5 October 2024 | 20 October 2024 | Level 1 | Mixed | 10 | 0 | 0 | 0 | In Progress | ⋮ |
| | | | | | | | | In Progress | ⋮ |

View
Confirm Booked
Progress

You can amend the number of places booked by typing in a number in the 'Booked' box.

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



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.

School Deliveries

Upcoming Completed

| Start Date | End Date | Module | Year Group | Provisional Places | Confirmed Booked# | Riders Allocated | Consents Received | Status | |
|----------------|----------------|---------|------------|--------------------|-------------------|------------------|-------------------|-------------|------|
| 20 August 2024 | 20 August 2024 | Level 1 | Y1 | 3 | 0 | 4 | 5 | In Progress | View |
| 20 August 2024 | 20 August 2024 | Level 1 | Y1 | 3 | 0 | 2 | 5 | In Progress | |

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

There are tabs at the bottom of the summary screen with further information. To select any of these tabs, please make sure to click on the actual word (ie 'QR Code' or 'Courses/Consents') rather than just the box itself or the edge of it.



Summary

TRAINING PROVIDER

Ambridge Cycling Society

START
DATE

20 Aug 2024

END DATE

20 Aug 2024

Delivery Location: Bournemouth Collegiate
School
College Road

Bournemouth
BH5 2DY

Instructors

Eliska Peskova 99999978/NSI

QR Code

Courses/Consents

Riders/Consents

Then 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. Your training provider will provide a letter to share with parents. If you need to reshare, you can reshare the URL digitally or add the QR code to any school communication to parents.



Parental Consent Link and QR Code

URL: <https://staging.consent.bikeability.org.uk/easy-nine-logic>



DOWNLOAD QR CODE (SVG FORMAT)

DOWNLOAD QR CODE (PNG FORMAT)

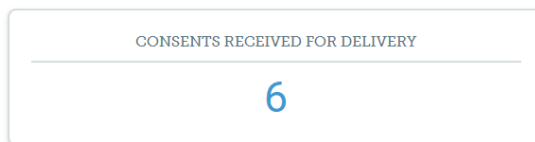
You have the option to download the QR code in two formats, SVG and PNG.

Courses/Consents Tab

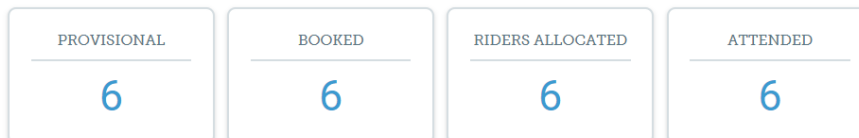
The "Courses/Consents" tab provides a quick snapshot of your course bookings. Here, you can see the number of people who have booked, the riders allocated, and the number of consent forms received.



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.



Riders & Consents

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 | |
|-------------|------------|----------------------------------|----------------------------------|----------|------------|----------------|------------------|---|
| Child Five | Y6 | School:None Parent/Carer:None | None | Yes | Yes | Consent Given | Teacher | ⋮ |
| Child Four | Y6 | School:None Parent/Carer:None | None | Yes | Yes | Consent Given | | ⋮ |
| Child Three | Y6 | School:None Parent/Carer:None | Short-sighted, requires glasses. | No | Yes | Consent Given | | ⋮ |
| Child Two | Y6 | School:None Parent/Carer:None | Nut allergy | No | No | 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, if a rider has a special educational need a parent hasn't declared, or a rider who might need to be in a separate group from another rider.

Downloading rider consent details

To download a list of consents received for a training delivery, first view the delivery 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 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 | Telephor |
|---------------|------------|-----------------------|---------|----------|----------|---------------|-----------|-------------|-----------|-----------|------------|------------------------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|-----------|-----------|----------|
| Charlie Rider | | School:No None | No | No | | Consent Given | | No | No | | Jimmy Chz | 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, email or on a paper form. 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.

Create Rider for Delivery #68104

Rider Details

Unique Pupil Number (UPN)

First Name

Last Name

Date Of Birth

Day Month Year

Year Group

Select a Year Group

Gender

Gender

Ethnicity

Select Ethnicity

SEND Codes

Select SEND Code



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

Telephone Consent Given

Child Can Cycle

Has Bike been Checked?

Taken By

Consent Reason/Notes

Does the Child have a Bike

Does the Child have a Helmet

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?

Receive Bikeability Club e-newsletter?

Receive Training Provider 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.

link
By Bikeability

DASHBOARD

SCHOOL

- VIEW CONTACTS SEVEN SISTERS PRIMARY SCHOOL

TRAINING DELIVERIES

- VIEW SEVEN SISTERS PRIMARY SCHOOL DELIVERIES

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 | Y5 | ⋮ |

ADD NEW CONTACT

You can create a new contact on this page

Create school/organisation contact

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



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 | 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, 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:

Email:

Telephone:

Class Name:

Year Group:

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', click on 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.

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

Reason for deleting School Contact

Please enter a Reason for Contact Removal

SAVE

The deleted contact will be moved to the bottom of the screen.



School Contacts

| Contact Type | First Name | Last Name | Safeguarding Lead | Email | Phone | Class Name | Year Group |
|---------------|------------|-----------|-------------------|-----------------------------|-------|------------|------------|
| Bursar/Office | Eliska | Peskova | No | eliska@bikeabilitytrust.org | | | Y1 |

Deleted School Contacts

Deleted contacts may be restored from the list below or permanently deleted

| Contact Type | Name | Email | Deleted Reason | Deleted Date |
|--------------|-------------|---------------------------|----------------|-----------------|
| Teacher | Teacher One | teacher.one@bschool.co.uk | Left school | 10 October 2024 |

ADD NEW CONTACT

You can either restore, or fully remove the deleted contact by clicking on the three dots on the right-hand side of the contact.

Deleted School Contacts

Deleted contacts may be restored from the list below or permanently deleted

| Contact Type | Name | Email | Deleted Reason | Deleted Date |
|--------------|-------------|---------------------------|----------------|--------------|
| Teacher | Teacher One | teacher.one@bschool.co.uk | Left school | 10 Oct |

Restore
Remove

ADD NEW CONTACT

By choosing 'Restore', the contact will appear back on the Contacts list.



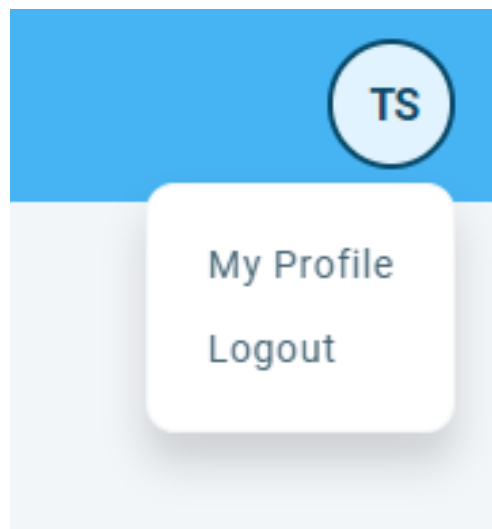
School Contacts

| Contact Type | First Name | Last Name | Safeguarding Lead | Email | Phone | Class Name | Year Group |
|---------------|------------|-----------|-------------------|-----------------------------|-------|------------|------------|
| Bursar/Office | Eliska | Peskova | No | eliska@bikeabilitytrust.org | | | Y1 |
| Teacher | Teacher | One | No | teacher.one@school.co.uk | | | |

ADD NEW CONTACT

If you click 'Remove', the contact will be permanently deleted.

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





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 the Bikeability course
- The standard their child achieved
- YouTube example videos for each outcome
- Individual feedback from the Bikeability instructor
- A digital course badge (in addition to the 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.](#)

Feedback and Support

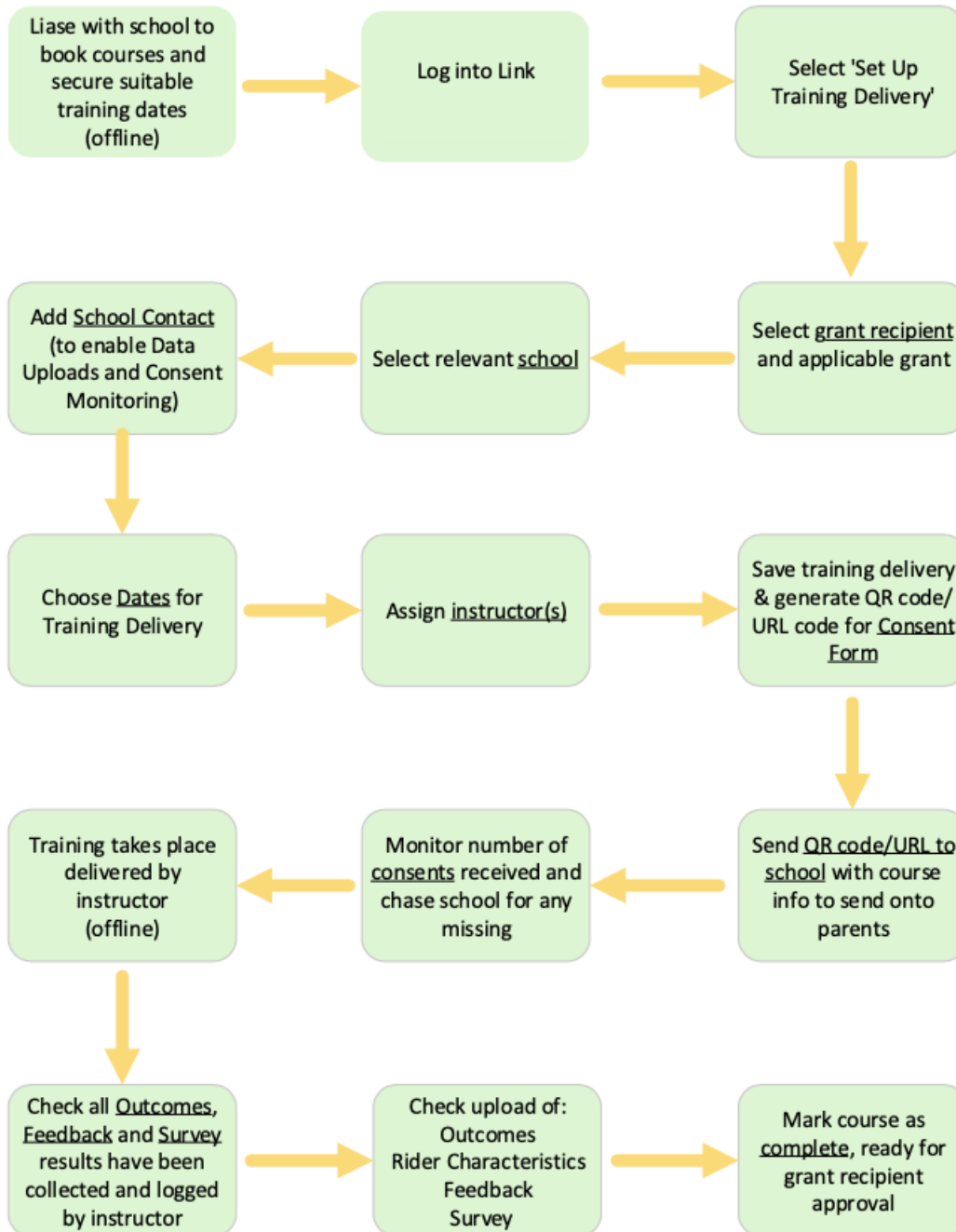
Please contact the System Admin inbox (system-admin@bikeabilitytrust.org) in the first instance where we will endeavour to answer your question in a speedy way. Several members of the team monitor the inbox and we hope to resolve your queries in a quick and efficient manner and will then contact you to arrange a meeting if we need further detail. If you have a technical query, then please also ensure to include screenshots along with your question.

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

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



Supplementary documents Training provider user journey



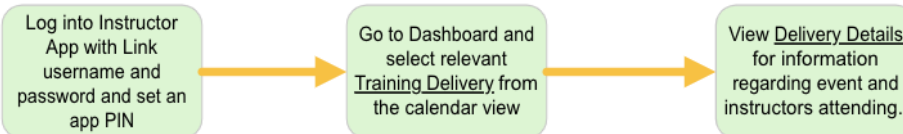


Instructor user journey

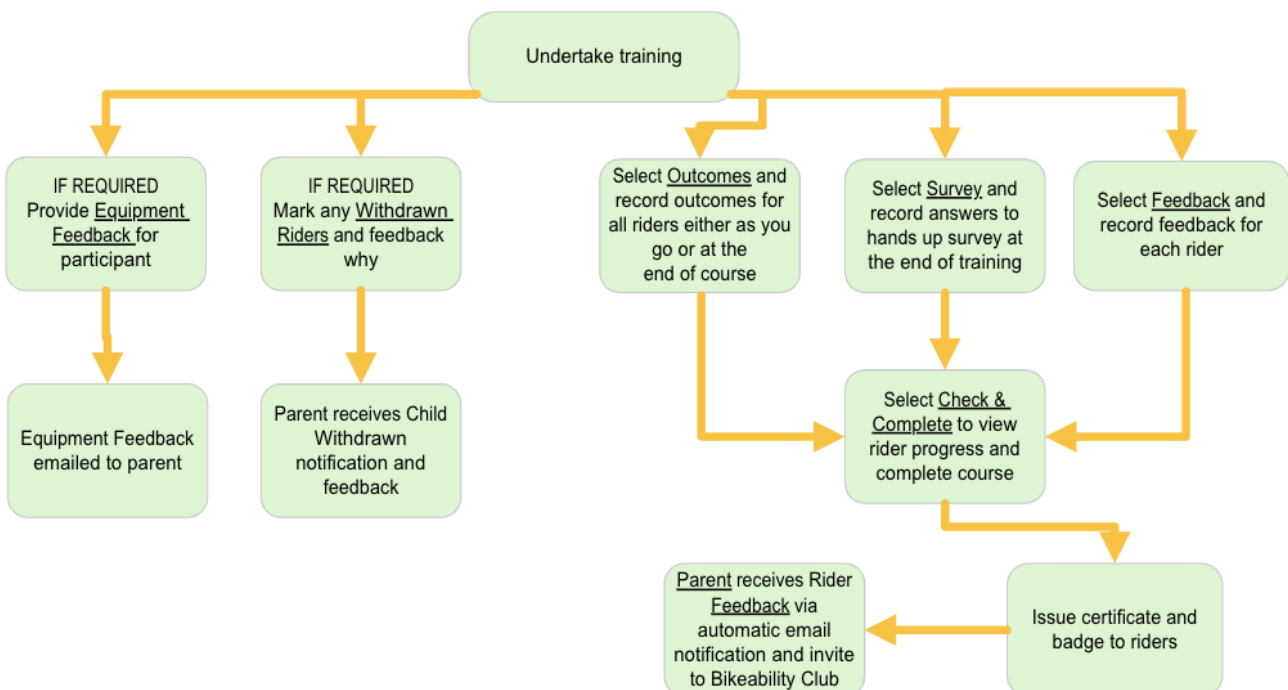
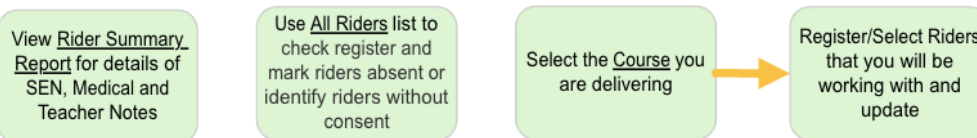
Before course starts

Instructor allocated to work Bikeability course (via own system)

Before you arrive

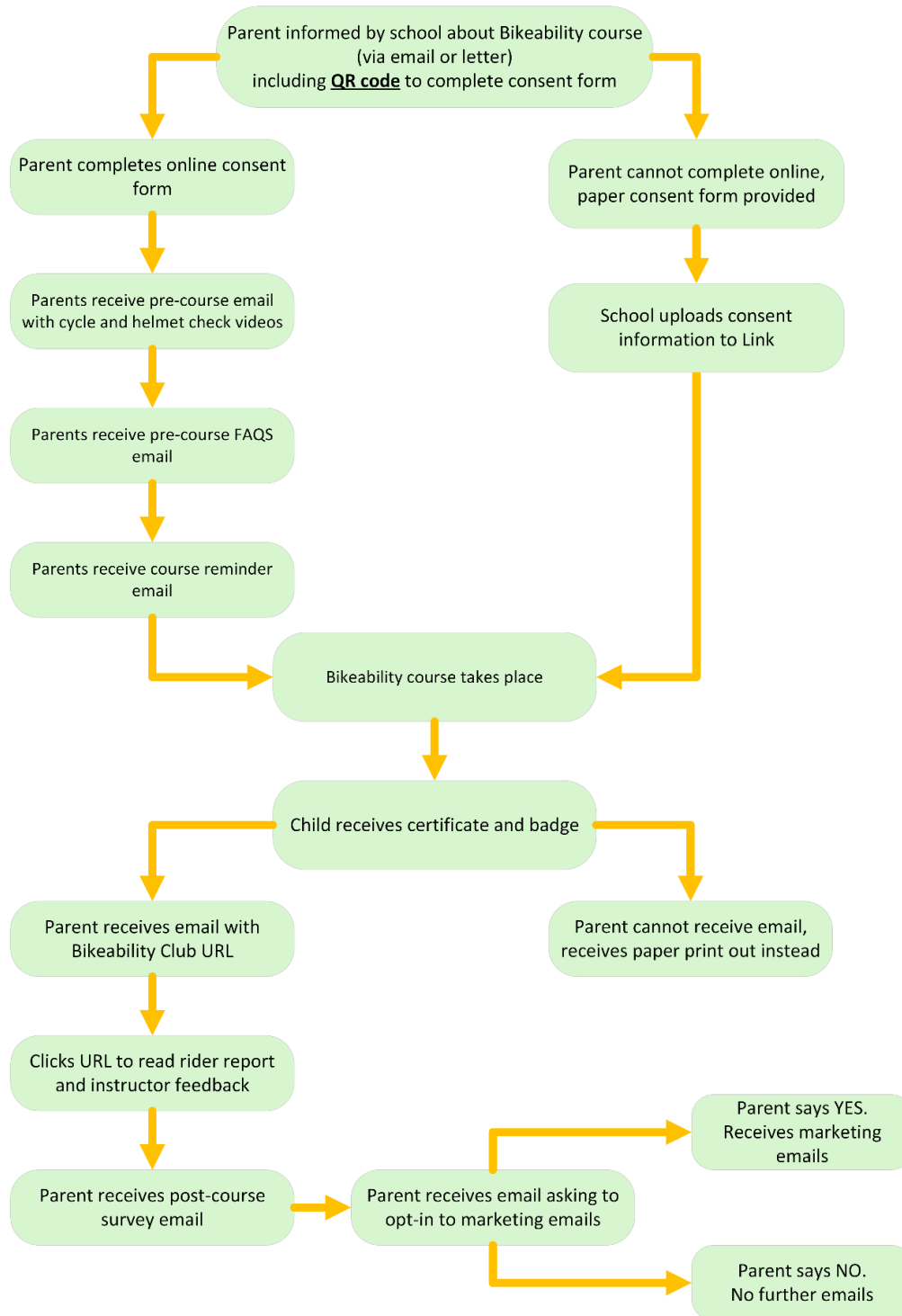


When you arrive





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.

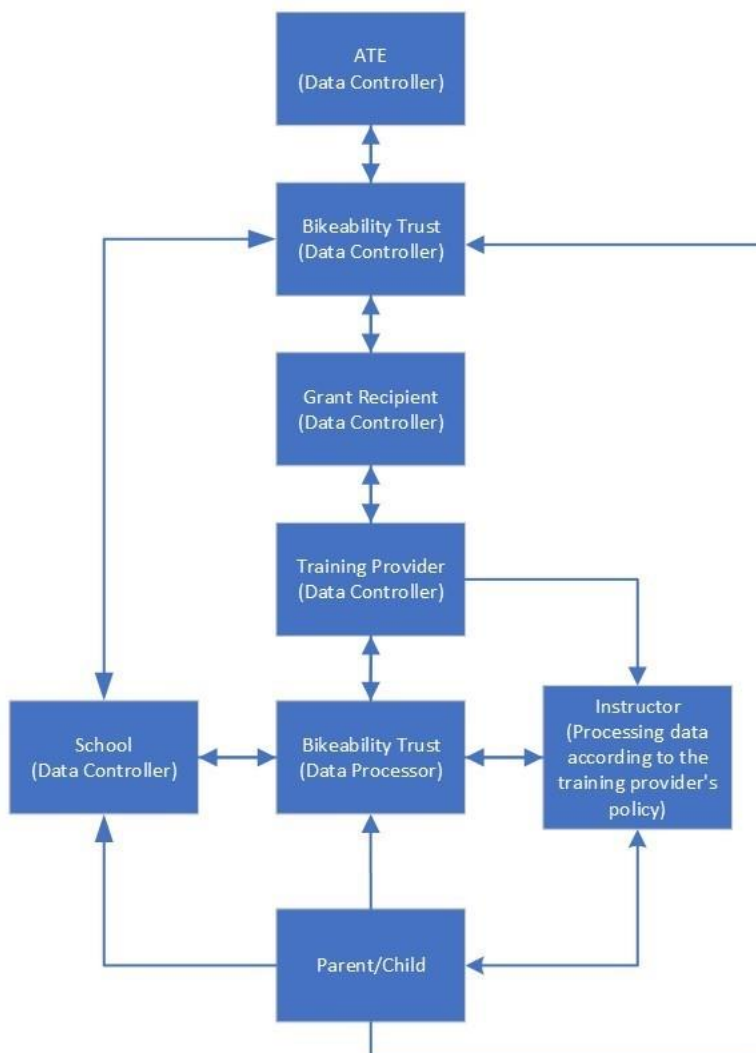
We have identified different roles where we make determinations or decisions about the data and where we don't. For example, where we store the data you upload to the Instructor App, we are not making any decisions, merely providing safe storage for you, and ensuring you can access the data you upload 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 they run as a condition of receipt of grant funding. They may either 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](#)