

This form is to collect information we need to register someone on a Cycle for Health course. There are some questions to check that Cycle for Health is the right opportunity for you. You can complete this form yourself, with someone in the organisation who has referred you to the course, or over the phone with the Cycle for Health project team.

Please email this form to:

cycleforhealth@cyclinguks.org

Contact phone number if you have questions:
01483 904562

To complete the form, click on the appropriate box to enter a tick '✓' or write in the space provided.

To be completed by project team

Date of registration	
How registration was completed	
• Email	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Phone	<input type="checkbox"/> Yes <input type="checkbox"/> No
By whom (initials)	
Participant accepted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course location	
Week 1 start date	
Time of session	
Added to upshot	<input type="checkbox"/> Yes <input type="checkbox"/> No

We would like to make sure that Cycle for Health is right for you

Are you 18 years or older? Yes No

Are your day-to-day activities limited because of a physical or mental health problem which has lasted, or is expected to last, at least 12 months Yes No

We will ask more about this later in the form

Have you ever learned to ride a bike? Yes No

If yes, how long since you last rode:

How confident do you feel to ride a two-wheel bike on a flat surface in a traffic free area

No confidence Slight Moderate High confidence

Moderate physical activity is any activity that raises your heart rate and makes you breathe faster. How much moderate physical activity have you done in the last week? Choose one of the options

0 to 30 minutes per week

30 minutes to 2.5 hours per week

More than 2.5 hours per week

Can you attend at least 9 of the 12 sessions? Yes No
They are once a week for 12 weeks. Note: there is an allowance for illness.

Can you think of any reasons that might affect your ability to attend sessions, e.g. holiday/ childcare?

Health and Safety

Doing regular physical activity is healthy and being more active is very safe for most people. However, some people should check with a doctor before they start becoming more physically active. The questions are designed to identify the small number of people for who it would be wise to seek medical advice before starting exercise and taking part in Cycle for Health.

Please ensure you understand the questions and answer honestly.

Click on the appropriate box to enter a tick '✓'

1. Has your doctor ever said that you have a heart condition? Yes No
2. Do you feel pain in your chest when you do physical activity? Yes No
3. In the past month, have you had chest pain when you were NOT doing physical activity? Yes No
4. Have you ever suffered unusual shortness of breath at rest or with mild exertion? Yes No
5. Do you often feel faint, ever lose balance because of dizziness, or ever lose consciousness? Yes No
6. Do you have a bone or joint problem that could be made worse by a change in your physical activity? Yes No
7. Do you have either low or high blood pressure?
If yes, which type? High Low
8. Are you pregnant or have you had a baby in the last 6 months (females only)? Yes No
9. Do you know of any other reason that would affect your ability to participate in exercise? Yes No

Please provide more information on any of the above:

Health Declaration:

Please check the box to confirm that you have read the statement below

- I understand that if I have answered 'Yes' to one or more of the health and safety questions above I should seek professional medical advice before attending the cycling course.
- I understand that this information will be shared with the cycle trainers and ride leaders on the course and I agree to tell the activity providers if there is a change in my medical condition.
- I understand that the activity leaders are unable to provide any guidance or make decisions relating to medical or health conditions
- I understand that there is an element of risk in cycling and that my participation is voluntary and done at my own risk.

Signed

Date

About you

First name:

Family name:

Email (please print clearly)

Phone number

Postcode

Year you were born:

To take part in Cycle for Health we ask that you provide information at registration and complete a survey at the start and the end of the course.

The West Yorkshire Combined Authority is funding Cycling UK to provide Cycle for Health courses. Our aim is for participants to develop cycling skills and confidence and improve health and wellbeing. We need to collect data to show the impact of courses.

Please tick the box to confirm your agreement to your data being used for the purposes of Cycling UK monitoring and evaluation. For full terms see Privacy Notice *

Before you start to cycle with us, is there anything we need to know?

Please tell us about your physical or mental health condition, and share any information that is relevant to taking physical exercise:

Are you currently on any prescribed medications which could affect your ability to exercise?

Please tell us about any religious beliefs or cultural practices that might affect your ability to participate in cycling activity

ICE - In Case of Emergency Contact Details

Their Name:

Their Phone Number:

Their relationship to you:

Please tell us about yourself

How would you describe your gender?

Male Female Prefer not to say I prefer to identify as

How would you describe your ethnic origin?

- White** (English, Welsh, Scottish, Northern Irish, British, Irish, Gypsy or Irish Traveler, or other white background) **Black/African/Caribbean/Black British** (African, Caribbean, or other Black/African/Caribbean background) **Asian/Asian British** (Indian, Pakistani, Bangladeshi, Chinese, or other Asian background)
- Mixed/Multiple ethnic group** (White and Black Caribbean, White and Black African, White and Asian, or other mixed/multiple ethnic background) **Other ethnic group** (Arab, or other ethnic group) **Prefer not to say**

What is your employment status?

- Employed full-time Employed part-time Self-employed
 Freelance worker Currently unemployed On a career break
 Full-time education Part-time education and training Apprentice
 Retired Other (please specify) Prefer not to say

How did you hear about Cycle for Health?

- A care provider (healthcare / support organisation) Please name the care provider: Community organisation Please name the organisation:
- From a friend, family member, or colleague On a website, social media or newsletter Please name which: Other (please explain)

If you have been referred to Cycle for Health by an organisation, and have a contact or support worker please provide:

Their Name:

Their phone number:

To enable you to join a course would you like someone to accompany you to a session who would help you overcome a barrier or challenge you face e.g. low confidence, anxiety about group activity, an interpreter of a community language if English is not your first language? Yes No

The support person may be a family member, friend, carer, or support worker
If yes, would that person like to have a place as a participant on the course? Yes No

Their name: Phone number

The West Yorkshire Combined Authority's CityConnect programme is funding Cycle for Health.

When we can evidence that Cycle for Health is having a positive effect on participants, this will help us to secure more funding to enable us to run more courses and help more people improve their health and wellbeing and boost skills and confidence to cycle.

Cycling UK enters information about participants in a secure online monitoring and evaluation platform which is held by the West Yorkshire Combined Authority. When we report on the programme we use anonymised information. This means that a name is not linked to information like postcode, but a unique number is used.

Cycling UK and the West Yorkshire Combined Authority (WYCA) are committed to protecting and respecting the personal data that we hold. We are collecting and processing your personal data for the purpose of monitoring and evaluating the impact of the Cycle for Health programme. We will share your information only with WYCA. The information collected is being classified as personal data and will be processed with your consent.

The Privacy Policies of the West Yorkshire Combined Authority and Cycling UK

West Yorkshire Combined Authority Privacy Policy:

For the purposes of the Data Protection Act 2018, the 'controller' of the personal data which you provide in the attached form is the West Yorkshire Combined Authority ("The Combined Authority", "we", "us") of Wellington House, 40-50 Wellington St, Leeds LS1 2DE (tel: 0113 251 7272) who are the responsible statutory body for the Leeds City Region Enterprise Partnership ("LEP") and WY Metro. The Combined Authority is registered with the Information Commissioner's Office with registration number ZA051694.

The Combined Authority is collecting information from individuals taking part in cycle training courses funded by the Active Travel Fund. The aim of the scheme is to improve the health of those participating in it and the personal data collected will be processed for the purpose of monitoring the impact of the project. Cycling UK will act as a data processor for the duration of this scheme.

We will not share your information with any other organisation or third party, except in certain circumstances where information can be used or shared, which are:

1. if we have a legal obligation to do so or if we are required or requested to do so by a competent authority such as the police or a court;
2. if we need to use or disclose your information to obtain legal advice or in connection with legal proceedings;
3. if we need to share your information to protect your vital interests if you are unable to give us consent or it is unreasonable for us to ask for your consent in the circumstances (e.g. if you are injured).

We will retain your personal information for no longer than two years, by which time the data will have been anonymised. This is in accordance with our information retention policy.

Information provided to the Combined Authority will be processed under Article 6(1)(e) of the UK GDPR which states that processing is necessary for the purposes of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Special category' data (such as information pertaining to an individual's ethnicity or health) will be processed under Article 9(2)(j) of the UK GDPR which states that processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

As a data subject you have a number of rights under the DPA. These include the right to access the information which we hold about you. In some cases you may have a right to have your personal data rectified, erased or restricted, and to object to certain use of your data.

This would not affect the legality of what we do with your personal data before you make such a request and would not stop us from continuing to use your data to the extent that we do not require your consent. It would stop us from further using data for purposes which require your consent (e.g. marketing).

If you are unsatisfied with the manner in which we collect or handle your personal data you have a right to make a complaint to the Information Commissioner's Office. Information about how to make complaints can be found on the ICO's website at <https://ico.org.uk>

For further information, or to contact us to make a request, please visit <https://www.westyorks-ca.gov.uk/contact/>.

The Combined Authority's Data Protection Officer can be contacted at RBrookesDPO@westyorks-ca.gov.uk

Cycling UK Privacy Policy

Lawful Processing

The lawful bases for processing are set out in Article 6 of the General Data Protection Regulation (GDPR). At least one of these must apply whenever personal data is to be processed:

(a) Consent: you have given Cycling UK clear consent for your personal data to be processed for a specific purpose.

(b) Contract: the processing is necessary for you to have a contract with Cycling UK. Cycling UK have asked you to take specific steps before entering into a contract.

(c) Legal obligation: the processing is necessary for Cycling UK to comply with the law (not including contractual obligations).

(d) Vital interests: the processing is necessary to protect someone's life.

(e) Public task: the processing is necessary for Cycling UK to perform a task that is in the public interest or for its official functions, and the task or function has a clear basis in law.

(f) Legitimate interests: the processing is necessary for Cycling UK's legitimate interests, or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data that overrides those legitimate interests.

What are your rights in respect of your personal data?

1. The right of access.
2. The right to rectification.
3. The right to erasure or right to be forgotten.
4. The right to restriction of processing.
5. The right to be informed.
6. The right to data portability.
7. The right to object.
8. The right not to be subject to a decision based solely on automated processing.

Under the Act and GDPR, you may ask for a copy of the information we hold about you and you may request changes be made to this information if it is inaccurate or not up to date. Please write to Simon Buchanan The Data Protection Officer (DPO), or email dpo@cyclinguk.org in these circumstances

How long do we hold data for

We retain the personal data processed by us for as long as is considered necessary for the purpose(s) for which it was collected, there may also be occasions which will require data to be kept for longer, however this will typically be for legal purposes.

Sharing personal data

We will only share personal data with others when we are legally permitted to do so. When we share data with others, we put contractual arrangements and security mechanisms in place to protect the data and to comply with our data protection, confidentiality and security standards.

Where we store your personal data

The data that we collect from you will be processed at our servers in the UK. It may also be processed by organisations operating in the EEA that Cycling UK has instructed.

If Personal Data is transferred outside the UK or EEA to a country without a designated adequacy rating Cycling UK will request the data subject's consent before processing the data. Consent will not be sought where the Processor's Binding Corporate Rules stipulate that the data will be processed in accordance with GDPR.

Complaints:

For further information on your rights and how to complain to the ICO, please refer to the ICO website <https://ico.org.uk/concerns>

Contact details: Information Commissioner's Office Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate)

Changes to our privacy statement: Updates to this privacy statement will appear on the website. This privacy statement was last updated on 13/04/2021.

Please send this completed form by email cycleforhealth@cyclinguk.org or phone to speak to the project team Tel: 01483 904562