

MEDICAL IN CONFIDENCE

APPLICATION FOR THE TRANSFER OF MEDICAL RECORDS BETWEEN MEDICAL SECTIONS OF LICENCING AUTHORITIES

SECTION A: TO BE COMPLETED BY APPLICANT

Note: The form should be completed in block capitals using black or blue ink.

CONSENT BY APPLICANT	
<p>I, (Last name, first name)....., consent to my aeromedical records being transferred between the Authority Medical Sections of the Licensing Authorities stated below and accept responsibility for any fees incurred in translating or transferring my records.</p> <p>Signature..... Date.....</p>	

Please note:

Only English Language accepted: (Any charges incurred for translations are the responsibility of the Applicant)

ITEM	DESCRIPTION	THIS PAGE TO BE COMPLETED BY APPLICANT	
1	State of Transfer TO: Address: Telephone: Email:		
2	State of Transfer FROM: Address: Telephone: Email:		
3	Full name of holder		
4	Address of holder		
5	Date of birth (dd/mm/yyyy)		
6	Nationality of holder		
7	Reference Number		
8	Licence(s) Held (e.g. ATPL/CPL/PPL)		Restrictions or Limitations (if any)

Carsten Niebuhrs Gade 43
1577 København V
Telefon 7221 8800
Fax 7262 6790
info@tbst.dk
www.tbst.dk

Personal Data Protection

Below we will inform you how we handle the personal data that we receive and process about you according to the General Data Protection Regulation (GDPR).

We are the Data Controller - how to contact us

The Danish Transport, Construction and Housing Authority is the Data Controller for the personal data we receive about you. If you have any questions concerning the processing of your personal data, you are welcome to contact us or the Danish Ministry of Transport and Housing's independent Data Protection Officer via the contact details below:

Contact details for the Authority:

Carsten Niebuhrs Gade 43
1577 Copenhagen V
Tel.: +45 7221 8800
E-mail: info@tbst.dk
CBR no.: 27186386

Contact details for the Data Protection Officer:

E-mail: dpo@tbst.dk
Tel.: +45 41780531

The purpose of processing your personal data

We process your personal data for the purpose of exchanging health information between the Danish Transport, Construction and Housing Authority and you as certificate holder or as certificate applicant, the Aeronautical Medical Examiners (AME's) and Aeronautical Medical Centres (AeMC's) in connection with issue, validity, revalidation, renewal of the medical certificates required for flight crews in civil aviation, for air traffic controllers and student air traffic controllers and for Flight Information Service Operators (FIS operators) and student FIS-operators.

We also exchange your health information in connection with the Danish Transport, Construction and Housing Authority's enforcement and oversight of the AMEs, the AeMCs and the holders of a health certificate. If the Danish Transport, Construction and Housing Authority finds it necessary, your health information may also be exchanged with other Competent Authorities, EASA and the European Commission.

The legal basis for processing your personal data

The legal basis for our processing of your personal data is stipulated in the following regulations:

- Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives 2014/30/EU and 2014/53/EU of the European Parliament and of the Council, and repealing Regulations (EC) No 552/2004 and (EC) No 216/2008 of the European Parliament and of the Council and Council Regulation (EEC) No 3922/91, Articles 23, 27 og 50.
- Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council.
- Commission Regulation (EU) 2015/340 of 20 February 2015 laying down technical requirements and administrative procedures relating to air traffic controllers' licences and certificates pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, amending Commission Implementing Regulation (EU) No 923/2012 and repealing Commission Regulation (EU) No 805/2011.
- Danish Air Navigation Act, cf. Consolidated Act no. 1149 of 13 October 2017, § 152, § 152 a, § 153 (2) and § 153 a (2), cf. Danish Order no. 1197 of 28 September 2018 on the Danish Transport, Construction and Housing Authority's tasks and authorities, access to complain and publication of certain of the Danish Transport, Construction and Housing Authorities- regulations, § 6.
- Regulations for Civil Aviation (BL) 6-05 on medical requirements dated 9 November 2004.
- Regulations for Civil Aviation (BL) 6-1 on flight crews in civil aviation not being part of the EU-FCL dated 7 October 2016.

Categories of personal data

We process the following categories of personal data about you:

- General personal data (name, address, phone number and date of birth)

- Sensitive personal data (health information)

Recipients or categories of recipients

We pass on or may give your personal data to the following recipients:

- The relevant AME, AeMC, other Competent Authorities, EASA or the European Commission.
- The Police and/or the Danish Prosecution.

The source of your personal data

The personal data are given in the application for health certificate which your AME or the AeMC has submitted to us via Virk.dk.

Filing of your personal data

In accordance with the Danish Archiving Act and the provisions of the Danish National Archives we regularly submit data we are required to file to the Danish National Archives.

We keep the aeromedical records for a minimum period of at least 10 years after expiry of the last medical certificate, cf. Regulation 1178/2011, Part ARA.MED.150, litra b, and Regulation 2015/340, Part ATCO.AR.F.001, cf. Regulation 1178/2011, Part ARA.MED.150, litra b.

The data we receive that are not subject to our duty to file will be deleted when they are no longer needed.

Your rights

According to the General Data Protection Regulation you have a number of rights regarding our processing of your personal data. If you want to exercise your rights, please contact us.

Right to see your data (right of insight)

You have the right to see the data we process about you (the right of insight), or to apply for access to documents.

Right of correction

You have the right to have incorrect data on you corrected.

Right of deletion

In special cases you have the right to have data we keep on you deleted before the date on which we generally delete data. This only applies to data which we are not obliged to file.

Right to limitation of processing

In special cases you have the right to have the processing of your personal data limited. If you have the right to have the processing limited, we may from then only process the data – with the exception of filing – with your consent or with a view to establishing, setting up or defending legal claims, or with a view to protecting an individual or vital public interest.

Right to objection

In special cases you have the right to object to the legal processing of your personal data.

You can read more about your rights in the Danish Data Protection Agency's guide to data subject rights at www.datatilsynet.dk.

Complaints to the Danish Data Protection Agency

You have the right to complain to the Danish Data Protection Agency if you are dissatisfied with the manner in which we process your personal data. You can find the Agency's contact details at www.datatilsynet.dk.