

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, (Name of applicant)....., 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)

SECTION B: TO BE COMPLETED BY MEDICAL ASSESSOR OF TRANSFERRING AUTHORITY

ITEM	MEDICAL HISTORY
9	<p>Any previous State(s) of Licence Issue prior to current State (or where medical records have been held) No Yesenclose details</p> <p>Period of Medical Records Held (Dates From/To):</p> <p>If there is insufficient space on this form for any information, please use additional pages.</p> <p>Copies of the applicant's Aeromedical records should be enclosed with this form.</p> <p>The minimum documents required for transfer:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of earliest available medical application and examination report forms <input type="checkbox"/> All SOLI forms (and supporting documents) from previous transfers. <input type="checkbox"/> Summary of medical history (see below) with supporting aeromedical assessments & clinical reports <input type="checkbox"/> Copy of latest electrocardiogram (class 1 only) <input type="checkbox"/> Copy of current medical certificate and supporting application and examination report forms. <p>Summary of medical history (with dates) to include relevant inactive conditions and active conditions requiring follow-up</p>

VERIFICATION		
<p>I (name)....., Medical Assessor of..... Authority certify that the details given above and on any additional pages included are true and correct.</p> <p>Further information/records are available on request</p>		
Signature	Date: (dd/mm/yyyy)	Medical Assessor stamp

Personal Data Protection

According to the general data protection regulation (GDPR), we will inform you how we handle the personal data we receive and process about you.

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

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 on you. If you have any questions concerning processing of your personal data by the Authority, you are welcome to contact us or our independent data protection adviser via the contact details below:

Contact details for the Authority:

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

Contact details for our data protection adviser:

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

The purpose of processing your personal data

The Authority processes personal data for the following purposes:

Handling the application to transfer your medical records between medical sections of licencing authorities

The legal basis for processing your personal data

The legal basis for processing your personal data comes from:

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

Categories of personal data

The Authority processes the following categories of personal data on you:

Medical information

Informations such as name, address, telephone number, nationality, licensenumber

Recipients or categories of recipients

The Authority discloses or gives your personal data to the following recipients:

The Danish Transport, Construction and Housing Authority (TBST) and the relevant authority in the EU/EEA, where you wish to transfer your medical certificate to or from.

Transfer to recipients in other countries, including to international organisations

TBST, and in case of oversight with TBST, the International Civil Aviation Organisation (ICAO) upon request.

The source of your personal data

The medical information has been given to TBST from you or your AME in the process of handling your application for a medical certificate

Storage of your personal data

The data the Authority may keep on record are regularly forwarded to the Danish National Archives in accordance with the rules of the Archiving Act and the provisions laid down by the Danish National Archives. Data we receive that are not subject to the Authority's duty to keep records will be deleted when we no longer need them.

All aero-medical records of licence holders shall be kept for a minimum period of 10 years after the expiry of their last medical certificate, according to regulation 1178/2011, part ARA.MED.150, b.

Your rights

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

The right to see your data

You have the right to see the data we process on you (the right of ac-

cess to documents), or to apply for access to documents.

The right of correction

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

The right of deletion

In special instances, you have the right to have data we hold on you deleted before the date on which we generally delete data. This only applies to data which we are not obliged to record.

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.