

## Privacy notice

The notice explains what information Gloster Aviation Medicals Ltd holds about you and what we do with your information.

### **Information we hold**

We hold written information that you have provided to us. We also hold electronic information that you have and other healthcare professionals have emailed to us in our email account [mail@glosavmed.co.uk](mailto:mail@glosavmed.co.uk)

We do not advise sending sensitive personal information via email as we cannot guarantee security. We advise this is posted to us labelled 'Confidential'.

We are required by the CAA to keep medical records for varying time periods depending on the type of medical. Please ask us if you would like more information about this.

We hold your name, telephone number, date of birth, email address and licence number on our booking site managed by Cliniko. Cliniko's privacy notice is available here:

<https://www.cliniko.com/policies/privacy/>

### **What we do with your information**

We use your information to contact you, access your records and to make an assessment on your medical fitness for the particular medical you have requested.

### **Who we share your information with**

Information is shared on an as required basis between the two doctors Emma and Ian Ramsay, and with our secretaries.

We refer ECGs and relevant medical reports regarding ECGs to our cardiologist Dr Jon Timperley via Cellma (the CAA medical records system) for UK pilots, and by email for EASA pilots. We are required to upload all relevant medical reports and information to Cellma for UK pilots. We post or email medical information to the relevant authority for EASA pilots, FAA pilots and Cabin Crew. We will sometimes need to email and post information to other healthcare professionals and we will ask your express consent before doing this.

### **How we keep your information safe**

We have a confidentiality protocol in place for staff to safeguard confidentiality and preserve information security. We keep some paper based records, with the majority of these records kept off site in secure premises.