

Dr Steven Kinnear – Data Privacy Policy

Our contact details

Name: Dr Steven Kinnear

Address: Dundonald Consulting Rooms, 1 St John's Wood Park,
Dundonald, BT16 1RS

Phone Number: (028) 90484840

Email: info@dundonaldconsulting.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Information about your physical or mental health, results of medical examinations, eye tests etc
- Email addresses
- Telephone numbers
- Postal address
- CAA number
- Next of Kin details
- Employer details
- Job role details
- Other information which you voluntarily provide in the course of employment that it is necessary to hold or use for the business purposes of the AME or the Civil Aviation Authority

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To facilitate your medical care including diagnosis, treatment, monitoring, follow-up and referrals
- To carry out a medical examination for an employer or regulatory body

We use the information that you have given us in order to keep appropriate records to facilitate your medical care or your assessment for a medical examination

We may share this information with your employer or regulatory body e.g CAA, DVA, MCA, British Skydiving

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) We have a legal obligation.

(b) We have a vital interest.

(c) We need it to perform a public task.

(d) We have a legitimate interest.

How we store and transfer your personal information

Your information is securely stored either on a secure medical records system or in locked filing cabinets.

Your personal and medical information will be retained in line with the law and national guidance.

When no longer required your information will be securely destroyed.

We use a web-based system called Cellma to transfer your aviation medical data to the Civil Aviation Authority (CAA), who is the data controller for this purpose. The CAA is responsible for ensuring that your data is processed in accordance with data protection law and for responding to any requests for copies or transfers of your aviation medical data. If you have any questions or concerns about your aviation medical data, you can contact the CAA at medicalweb@caa.co.uk.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information. To request copies of information held on Cellma, please contact the CAA at medicalweb@caa.co.uk . To request information not yet uploaded to Cellma, and held by Dr Kinnear/Dundonald Consulting Rooms please contact Dr Steven Kinnear via Dundonald Consulting Rooms – info@dundonaldconsulting.com

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact info@dundonaldconsulting.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@dundonaldconsulting.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>