

Guidelines for disclosure of data on passengers and crew members by airline officials in connection with handling of the COVID-19 situation

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Introduction

Denmark is currently experiencing a spread of infection with new COVID-19 variants, which are regarded as problematic as they are thought to be more contagious. There is a travel history covering up to 25 different countries connected with the cases in which persons have been tested positive with new variants of COVID-19, and it is unknown whether they have been infected abroad.

Against this background, there is a need to increase infection tracing among passengers on international flights to Denmark. The infection tracing is performed by the Danish Patient Safety Authority, which uses the ECDC's European aviation guidelines under COVID-19 to define close contacts of COVID-19-infected passengers on flights.

In this respect, data on passengers and crew members on flights are necessary to enable infection tracing.

To improve the Danish Patient Safety Authority's possibilities of infection tracing of passengers arriving in Denmark from abroad, rules have been laid down in [Executive Order on airline officials' obligation to register and disclose data on passengers and crew members in connection with handling of the COVID-19 situation.](#)

In the following, it is described which data the airlines are obliged to disclose to the Danish Patient Safety Authority, in which form and format the data must be disclosed, and the deadline applicable to the disclosure of the data.

1. Data that must be disclosed to the Danish Patient Safety Authority

In connection with international flights to Denmark, airline officials must register the following data on passengers and crew members:

- Name.
- Phone number.
- Flight number and seat number.

Registration of passengers' phone numbers must, as a minimum, comprise the phone number of the passenger who has booked the flight or who is stated as passenger in connection with check-in. It must be ensured that the phone number contains the correct country code indicated by 00country code or +country code followed by a phone number in service.

Seat number for crew members is only to be registered if the crew member has a seat number.

The obligation does not comprise flights arriving in Denmark from the Faroe Islands and Greenland.

The registration must show from which flight to Denmark the data have been registered by statement of flight number and arrival date. If a flight has a joint route number, only the airline that handles the flight is obliged to disclose data to the Danish Patient Safety Authority.

2. Form for disclosure of data to the Danish Patient Safety Authority

Data on name, phone number, flight number and seat number must be [sent to the Danish Patient Safety Authority using the online form at \[stps.dk/airlines\]\(https://stps.dk/airlines\)](#) or using the following email address: Rejseopsporing@stps.dk.

Rejseopsporing@stps.dk is a secure email, and the data must consequently be sent to this email address via secure email.

2.1. Deadline for disclosure of data to the Danish Patient Safety Authority

Airline officials must, at their own initiative, disclose the data to the Danish Patient Safety Authority no later than three hours after the arrival of the flight at a Danish airport from abroad or no later than 08.00 CET on the following day if the flight arrives after 19.00 CET.

2.2 Format for use for disclosure of data to the Danish Patient Safety Authority

Data to the Danish Patient Safety Authority are sent as an attached Excel or PDF file with a separate column per data type, see examples 1 and 2 below. Appendix 1 or 2 can be used in this connection.

The flight number and arrival date of the flight in question must be provided in the attached file.

In connection with the disclosure of data, the flight number and arrival date must be stated in the subject line of the email sent.

Example 1

	A	B	C	D
1	Seat Number	Last Name	First Name	Phone Number
2	9D	Petersen	Peter	+4512345678
3	12J	Andersen	Anne	+4523456789
4				

Example 1 shows data type in separate columns in an Excel file.

Example 2

	A	B	C	D
1	Seat Number	Last Name	First name	Phone Number
2	9D	Petersen	Peter	004512345678
3	12J	Andersen	Anne	004523456789

Example 2 shows data type in separate columns in a PDF file.

3. Contact with the Danish Patient Safety Authority regarding disclosure of data

Airline officials can contact the Danish Patient Safety Authority directly by email at Rejseopsporing@stps.dk or by telephone on +45 21 18 83 20 every day between 08.00-22.00.

4. Contact with airline official regarding data on COVID-19 infection risk

The Danish Patient Safety Authority will notify airline officials about a COVID-19 infection risk among crew members on board a given flight. The Danish Patient Safety Authority will also notify an airline official if a COVID-19-infected passenger states close contact with a crew member in accordance with the current guidelines for close contacts. Airline officials can thus initiate infection tracing among crew members who do not have a seat number. The contact details of the airline official must be sent to rejseopsporing@stps.dk.

5. Appendices

Appendix 1. Example of Excel file for disclosure of data to the Danish Patient Safety Authority

Appendix 2. Example of PDF file for disclosure of data to the Danish Patient Safety Authority