



Data protection notice

Fit and Able Ltd are an Occupational Health Physiotherapy Consultancy registered with the Information Commissioners Office as data controllers.

The company provides musculoskeletal workplace assessment services which requires the collection and processing of both personal and sensitive data from service users, who are referred to as “data subjects”. The lawful basis for collecting data is categorized as “consent” and includes special data for the purposes of occupational health and for the assessment of the working capacity of an employee. The data will be collected by an assigned assessor who is also registered with the (ICO) as a data controller.

Data gathered is compiled into a report, that passes through a quality assurance process within Fit and Able Ltd and on to the assessment facilitator. The data subject can also request a copy of the report.

- All data is transferred between relevant parties using password protected email
- Data is stored on a secure, password protected hosted practice management platform
- Data is retained for 7 years

As a service user you have a right to request:

- A copy of the data stored
- A rectification of personnel details
- To have your personal data removed from storage
- To restrict or object to processing
- To make a complaint about the data protection policies

To action these rights please write to:

Fit and Able Ltd, Twyford GP Surgery, 6 Loddon Hall Road, Twyford, Berkshire, RG10 9JA.

A response to the data subjects request will be provided and action taken if applicable, within one calendar month from receipt of the request.

If there is an incident of a breach of data protection within Fit and Able Ltd, this will be investigated within 72 hours of notification. Relevant parties will be informed without undue delay