

Ref: FOIA Reference 2021/22-074

Date: 24th May 2021

**Royal Stoke University Hospital
Data, Security and Protection**
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG
Email foi@uhnm.nhs.uk

Dear

I am writing to acknowledge receipt of your email dated 5th May 2021 requesting information under the Freedom of Information Act (2000) regarding IT Asset disposal processes.

The University Hospitals of North Midlands Trust is committed to the Freedom of Information Act 2000.

However, the NHS is facing unprecedented challenges relating to the coronavirus (COVID-19) pandemic at the current time. Understandably, our resources have been diverted to support our front-line colleagues who are working tremendously hard to provide care for our patients, and to those in need of our services.

We strive to be transparent and to work with an open culture. But at this time, whilst care of our patients and the safety of our staff takes precedent, it is likely that responses to some requests for information will be delayed. We apologise for this position in advance, and will endeavour to provide you with as much information as we can, as soon as we are able.

The Information Commissioners Office has recognised the current situation in the NHS

On 11th May 2021 we contacted you via email as your request was addressed to South Tees Hospitals NHS Foundation Trust; did you mean it to come to UHNM?

On 17th May 2021 you replied via email with:

'Apologies for any confusion. I understand this is the FOI email address for all university hospitals of North Midlands.'

Are you (UHNM) able to provide the information requested, on behalf of all of the hospitals/facilities you look after?'

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

**Q1 Under the terms of the freedom of information (FOI) act, I'd like to respectfully request the following information in regard to IT and Telecommunication equipment disposal processes at
South Tees Hospitals NHS Foundation Trust.- Clarified as UHNM 17/05/2021**

1. How many people work in your organisation?

- A1 At 31 March 2021, we had a workforce of 10145.04 WTE (11513 headcount). This is excluding staff on secondment, ROE workers, bank workers, contracted and agency workers and honorary contracts
- Q2 How many operational sites does the organisation have?**
- A2 Two
- Q3 Who has the overall responsibility for the disposal of IT equipment within the organisation? Please supply Name, Job Title, Telephone and Email contact details.**
- A3 Shane McLackland Desktop Team Leader– shane.mclackland@uhnm.nhs.uk
- Q4 Does the organisation currently have an IT asset disposal policy?**
- A4 Yes
- Q5 Do you use a third-party IT asset disposal company for this?**
- A5 Yes
- Q6 What is the name of that third-party?**
- A6 Concept Management
- Q7 Do you have a contract in place with this company?**
- A7 Yes
- Q8 How often are disposal collections run?**
- A8 As required depending on work load / on going projects
- Q9 If a contract is in place, when does this expire?**
- A9 It is an open ended agreement. We can change at any point.
- Q10 Do you currently pay for this service? If so, what is the typical cost over a 12-month period?**
- A10 No, There is no cost.
- Q11 How old is each asset before it is disposed of? E.g. 3 / 4 / 5 years**
- A11 Information not held as this varies
- Q12 Do you presently receive any money back (rebates) for IT assets that you send to your disposal company?**
- A12 Yes

Q13 For devices with a hard drive, do you require full destruction of hard drives, or just erasure and certification of erasure?

A13 Currently we have full destruction of Hard drive

Q14 Does the organisation have the ability to track an individual asset to ascertain the final route and destination of each asset disposed of? In the event of a data breach, how could you prove who had legal custody of each asset, and at what stage?

A14 This is done through our asset management system Sunrise.

Q15 Does your organisation have a contract in place for shredding of other forms of data, namely paper documents?

A15 Yes

Q16 What ISO accreditations do you require for a disposal company to have in order to work with your organisation?

A16 ISO accreditations for the relevant commodity may be asked for during the Tender process or are provided by the Framework provider which the Trust may also utilise

Q17 Who is the current appointed Data Protection Officer within the organisation, or person that presently deals with data protection? Please supply Name, Job Title, Telephone and Email contact details.

A17 Leah Carlisle*. Head of Data, Security & Protection/ Data Protection Officer. All Trust emails are in the following format. Firstname.lastname@uhnm.nhs.uk

Q18 Are there presently any other services that your organisation requires around the lifetime management of your IT assets?

A18 No

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.

Where the Trust owns the copyright in information provided, you may re-use the information in line with the conditions set out in the Open Government Licence v3 which is available at <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>. Where information was created by third parties, you should contact them directly for permission to re-use the information.

An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

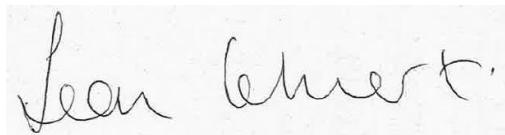
Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 671612.

Yours,



Jean Lehnert
Data, Security & Protection Manager