

Freedom of information request 015051

1/11/19

- 1 How Many staff do you have in your organisation? - Please go to the Annual Report on the Trust website <http://www.dgft.nhs.uk/wp-content/uploads/2019/07/DUDLEY-FT-ANNUAL-REPORT-web-version.pdf> and look at page 3
- 2 How many operational sites does the organisation have? - Please go to the Trust website <http://www.dgft.nhs.uk/about-us/>
- 3 Who has the overall responsibility for the disposal of IT equipment within the organisation? Please supply Name, Job Title, Telephone and Email contact details. - Chief Information Officer, Adam Thomas, 01384 456111, adam.thomas1@nhs.net
- 4 Does the organisation currently have an IT asset disposal policy? - Yes
- 5 Do you use a third-party IT asset disposal company for this? - Yes
- 6 What is the name of that partner? - Exemption 43 has been applied given it is commercially sensitive in that providing the information may compromise information security.
- 7 Do you have a contract in place with this company? - Yes
- 8 How often are disposal collections run? - As and when requested
- 9 If a contract is in place, when does this expire - rolling contract, no end date
- 10 Do you currently pay for this service? If so, what is the typical cost over a 12-month period?
- The cost is commercially in confidence FOI exemption Section 43
- 11 How old is each asset before it is disposed of? E.g. 3 /4 / 5 years - Assets are disposed when they are decommissioned. This can be at any point of the lifecycle of the hardware and will be dependent on the reason for decommissioning.
- 12 Do you presently receive any money back (rebates) for IT assets that you send to your disposal company? - No
- 13 Do you have a nominated Infrastructure Manager and who is this? Please supply Name, Job Title, Telephone and Email contact details. - IT Operations Director, Sarah Ellis, 01384 456111 sarah.ellis9@nhs.net
- 14 For devices with hard drive, do you require full destruction of hard drives, or just erasure and certification of erase? - Erasure and certificate required
- 15 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? - Yes,
- 16 Does the current contract also include photocopiers / Multi-Functional Devices (MFDs) -
- Yes

- 17 How does your organisation finance MFDs... Lease or purchase? - Both
- 18 Do you have a service contract in place for the copiers and if so when does this expire?
- No overall service contract in place. The machines would have individual contracts rather than 1 overall contract.
- 19 Does your organisation have a contract in place for shredding of other forms of data, namely paper documents - Dudley Group NHS Foundation Trust operates a Private Finance Initiative (PFI) Contract. All Facilities Management services are provided by our PFI Partner, Summit Healthcare. The Trust's contract with our PFI expires after 17th May 2041. The project term is for 40 years. The full range of services is paid by means of a single Unitary Payment which does not identify individual cost items.
The Trust FM services include paper/waste management and disposal is provided as part of a comprehensive PFI
- 20 What is the spend in the last 12 months on paper shredding / destruction - Please see response to question 19
- 21 If a contract is in place for paper and document shredding, when does this expire -
Please see response to question 19
- 22 Does your supplier currently comply with the EU General Data Protection Regulation (GDPR) which came into force on 25th May 2018? - See response to question 19
- 23 What ISO accreditations do you require for a disposal company to have in order to work with your organisation? - For IT – ISO27001
- 24 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. - Sharon Williams – Information Governance Manager/Data Protection Officer
dgft.dpo@nhs.net
- 25 Are there presently any other services that your organisation requires around the lifetime management of your IT assets? - No