

Freedom of Information Team
Room 1.16
De La Court House
Queen Alexandra Hospital
Southwick Hill Road
Portsmouth
Hampshire
PO6 3LY

Tel: 023 9228 6000 Ext 3708

Name:

Date: 22/11/2019

Ref: 19-20 383

Dear

Freedom of Information request

Thank you for your request for information under the Freedom of Information Act 2000, which was received by our Freedom of Information team on 10/10/2019. You have requested the following:

- 1. How Many staff do you have in your organisation?**
As at September 2019 – 6,781.31 Full Time Equivalent
- 2. How many operational sites does the organisation have?** 6 sites.
- 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.**
Philip Kenney, Deputy Chief Information Officer, 023 9243 2301, IT.AdminTeam@porthosp.nhs.uk
- 4. Does the organisation currently have an IT asset disposal policy?**
Not specifically, standards are included within the Trust's [IT Security Policy](#)
- 5. Do you use a third-party IT asset disposal company for this?**
Yes
- 6. What is the name of that partner?**
EOL IT Services
- 7. Do you have a contract in place with this company?**
Yes
- 8. How often are disposal collections run?**
Arranged as needed
- 9. If a contract is in place, when does this expire?**
October 2021
- 10. Do you currently pay for this service? If so, what is the typical cost over a 12-month period?**
Costs are not itemised in a way that enable reporting of specific expenditure

- 11. How old is each asset before it is disposed of? E.g. 3 / 4 / 5 years**
Items are not disposed of based on age therefore the answers vary per item and are not recorded in a way that is readily available.
- 12. Do you presently receive any money back (rebates) for IT assets that you send to your disposal company?**
Yes
- 13. Do you have a nominated Infrastructure Manager and who is this? Please supply Name, Job Title, Telephone and Email contact details.**
The post is currently vacant
- 14. For devices with hard drive, do you require full destruction of hard drives, or just erasure and certification of erase?**
Full destruction
- 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?**
Not applicable, destruction and erasure activities are undertaken on-site
- 16. Does the current contract also include photocopiers / Multi-Functional Devices (MFDs)**
No
- 17. How does your organisation finance MFDs... Lease or purchase?**
Lease
- 18. Do you have a service contract in place for the copiers and if so when does this expire?**
Yes, each individual MFD has its own contract and therefore there are a vast number of expiry dates.
- 19. Does your organisation have a contract in place for shredding of other forms of data, namely paper documents?**
Yes
- 20. What is the spend in the last 12 months on paper shredding / destruction?**
The confidential waste contract for Queen Alexandra Hospital is provided by our FM Service Provider as part of the PFI contract, with the contract held directly between the FM Provider and the contractor. We are therefore unable to provide figures relating to costs as this information is not held by the Trust.
Other sites total £8395
- 21. If a contract is in place for paper and document shredding, when does this expire?**
The paper shredding contract is held by our FM Service Provider for the Queen Alexandra Hospital site through the PFI contract and therefore the Trust does not hold this information.
Other sites contract expiry dates are March 2020 and September 2021
- 22. Does your supplier currently comply with the EU General Data Protection Regulation (GDPR) which came into force on 25th May 2018?**
Yes.
- 23. What ISO accreditations do you require for a disposal company to have in order to work with your organisation?**
We do not specify required ISO accreditations, we require our supplier to comply with standards specified by NHS Digital

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.

Emile Armour Head of Information Governance and Data Protection Officer, 02392 286000 ext 3708. information.governance@porthosp.nhs.uk

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

No

Please accept this letter as completion of your request. Please note that copies of this request will be held on file for three years before being confidentially destroyed.

If you are dissatisfied with the outcome of your request, please contact our Head of Information Governance on Information.Governance@porthosp.nhs.uk or write to the above address and we will conduct an internal review. Upon review, if you are still dissatisfied, you may appeal our decision by contacting the Information Commissioner's Office; for more information please visit the [ICO's website](#).

Please be aware, if we do not receive an appeal within 30 days of you receiving this letter, we will assume that you are satisfied with our response. If you have any further queries, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team