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Darlington Memorial Hospital
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Foundation Trust Office: 01325 74 3625
Corporate Records Office: 01325 74 3700

Request for Information Reference: 10.19.17

Direct line: 01325 743700
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Email only

4th November 2019

Freedom of Information Act 2000 – Request for Information

Thank you for your request for information received on 9 October 2019 in relation to the County Durham and Darlington NHS Foundation Trust (Trust). We are dealing with your request under the provisions of the Freedom of Information Act 2000.

You requested information regarding the IT and Telecommunication equipment. Specifically you requested information as follows:

Under the terms of the freedom of information act can I respectfully request the following information in regard to your IT and Telecommunication equipment disposal process?

1. *How Many staff do you have in your organisation?*

Answer: Data extracted from ESR between 01/09/2019 – 17/09/2019

Headcount	6,608
FTE	5,739.19

2. *How many operational sites does the organisation have?*

Answer: The Trust has eight main sites, plus various sites used for community services.

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.*

Answer: Craig Robinson Head of ICT 01913332777

4. Does the organisation currently have an IT asset disposal policy?

Answer: Yes

5. Do you use a third-party IT asset disposal company for this?

Answer: Yes

6. What is the name of that partner?

Answer: Greenworld Technologies

7. Do you have a contract in place with this company?

Answer: yes

8. How often are disposal collections run?

Answer: When required

9. If a contract is in place, when does this expire?

Answer: 2022

10. Do you currently pay for this service? If so, what is the typical cost over a 12-month period?

Answer: No

11. How old is each asset before it is disposed of? E.g. 3 / 4 / 5 years

Answer: depends on asset

12. Do you presently receive any money back (rebates) for IT assets that you send to your disposal company?

Answer: No

13. Do you have a nominated Infrastructure Manager and who is this? Please supply Name, Job Title, Telephone and Email contact details.

Answer: Anthony McGivern, Infrastructure Manager, 01325380100,
tonymcgivern@nhs.net

- 14. For devices with hard drive, do you require full destruction of hard drives, or just erasure and certification of erase?**

Answer: Yes

- 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?**

Answer: Yes

- 16. Does the current contract also include photocopiers / Multi-Functional Devices (MFDs)**

Answer: No

- 17. How does your organisation finance MFDs, Lease or purchase?**

Answer: Lease

- 18. Do you have a service contract in place for the copiers and if so when does this expire?**

Answer: Yes, contract expires July 2023

- 19. Does your organisation have a contract in place for shredding of other forms of data, namely paper documents?**

Answer: Yes

- 20. What is the spend in the last 12 months on paper shredding / destruction?**

Answer: Approx. £16,000

- 21. If a contract is in place for paper and document shredding, when does this expire?**

Answer: May 2020

- 22. Does your supplier currently comply with the EU General Data Protection Regulation (GDPR) which came into force on 25th May 2018?**

Answer: Yes

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

Answer: The ISO accreditations required are ISO-9001, 14001 and 27001 for digital data.

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.

Answer: Lisa Nattrass - Head of Data Security and Protection. Email: cddft.dataprotectionofficer@nhs.net

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

Answer: No

In line with the Information Commissioner's directive on the disclosure of information under the Freedom of Information Act 2000 your request will form part of our disclosure log. Therefore, a version of our response which will protect your anonymity will be posted on the County Durham and Darlington NHS Foundation Trust website.

If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me on the above telephone number or at the above address.

If you are unhappy with the way your request for information has been handled, you can request a review by writing to:

The Chief Executive
County Durham & Darlington NHS Foundation Trust
Darlington Memorial Hospital
Hollyhurst Road
Darlington
DL3 6HX

If, you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office



County Durham
and Darlington
NHS Foundation Trust

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.gov.uk.

There is no charge for making an appeal.

Yours sincerely

Joanna Tyrrell
Freedom of Information Officer