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Request for Information Reference: 04.21.54

FOI Direct line: 01325 743700  
Email: [cdda-tr.cddftfoi@nhs.net](mailto:cdda-tr.cddftfoi@nhs.net)

Email only

26 May 2021

## Freedom of Information Act 2000 – Request for Information

Thank you for submitting a request for information which we received on 26 April 2021 in relation to County Durham and Darlington NHS Foundation Trust (the Trust). Your request has been processed under the provisions of the Freedom of Information Act 2000 and I am now able to provide you with a response.

Your request was in relation to IT asset disposal and I am providing the following information in response to your specific questions:

### 1. How many people work in your organisation?

	FTE	Headcount
<b>CDDFT</b>	6012.32	6916
<b>Synchronicity Care Ltd</b>	414.16	502
<b>Total</b>	6426.48	7418

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

The Trust provides services for 8 operational hospital 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.

Craig Robinson, Head of ICT, 0191 3332777, [itservicedesk.cddft@nhs.net](mailto:itservicedesk.cddft@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 third-party?**

Greenworld Technologies.

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

Yes.

**8. How often are disposal collections run?**

As required.

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

August 2021.

**10. Do you currently pay for this service?**

No.

**If so, what is the typical cost over a 12-month period?**

N/A.

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

All of our assets have different asset lives.

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

No.

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

Erasure and certification.

**14. 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?**

Electronic Audit Trail.

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

No contract in place, currently out to tender.

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

ISO 27001, ISO 14001.

**17. 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.**

Lisa Natrass, Head of Data Security and Protection, 0191 3332777,  
[itservicedesk.cddft@nhs.net](mailto:itservicedesk.cddft@nhs.net)

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

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 on the Trust's website. However please be assured that we anonymise all responses prior to adding them to the disclosure log.

I hope that this response has provided you with the information you had requested. If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me by telephone or in writing. If however, you are dissatisfied with the way in which your request has been handled and would like an internal review, you will need to contact me in writing at the above address or via [cdda-tr.cddftfoi@nhs](mailto:cdda-tr.cddftfoi@nhs).

If you remain dissatisfied with our response following an internal review you have the right to appeal to The Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. More information is available on their website; [www.ico.gov.uk](http://www.ico.gov.uk).

Yours sincerely  
**Joanna Tyrrell**  
Freedom of Information Officer