

**Freedom of Information Request: 0406 2019/20**

**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?** 21,216 Headcount
- 2 How many operational sites does the organisation have?** 5 main 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.**  
James Davis, Head of Service Delivery, [james.davis@uhb.nhs.uk](mailto:james.davis@uhb.nhs.uk), 0121 371 2000
- 4 Does the organisation currently have an IT asset disposal policy?**  
There is a disposal procedure
- 5 Do you use a third-party IT asset disposal company for this?**  
Yes
- 6 What is the name of that partner?**  
Microteam
- 7 Do you have a contract in place with this company?**  
Yes
- 8 How often are disposal collections run?**  
As when required
- 9 If a contract is in place, when does this expire?**  
October 2020
- 10 Do you currently pay for this service? If so, what is the typical cost over a 12-month period?** £52,575 (Based on 2018/19)
- 11 How old is each asset before it is disposed of? E.g. 3 / 4 / 5 years** Depends on the type of asset but generally  $\frac{3}{4}$  years
- 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.** Didier Meert, Head of Technical Services, 0121 424 2000
- 14 For devices with hard drive, do you require full destruction of hard drives, or just erasure and certification of erase?**

Erasure and certification

**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?**

Certification is provided on the status of assets sent for destruction or wiping for return back to lease company

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

No

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

Lease/managed service

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

Yes – December 2019

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

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

£24,068

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

31<sup>st</sup> March 2020

**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 require ISO 27001 from our supplier as a standard requirement**

**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. Berit Reglar, Data Protection Officer/Deputy Foundation Secretary, 0121 371 2000**

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

None at the time of completing this FOI request