

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 14 October 2019.

I am pleased to confirm the following.

- 1. How Many staff do you have in your organisation?**
3566
- 2. How many operational sites does the organisation have?**
1
- 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.**
Contract organised by STP
- 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?**
ES Facilities
- 7. Do you have a contract in place with this company?**
Yes
- 8. How often are disposal collections run?**
Every 2 weeks
- 9. If a contract is in place, when does this expire?**
Started in March 2018 – Contract for 5 years
- 10. Do you currently pay for this service? If so, what is the typical cost over a 12-month period?**
There is currently no charge.
- 11. How old is each asset before it is disposed of? E.g. 3 /4 / 5 years**
Varies by asset
- 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 Service Desk, details available in foi doc

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

Erasure with certs

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?

No

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

Yes

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

Purchase

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

No

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 for the last 12 months on paper shredding / destruction?

Spend for 18-19 was £33k

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

Rolling contract

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?

If renewing the contract, we would require ISO9001 and 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.

Exempt under Section 40 – Personal Information (where disclosure may contravene the Data Protection Act 2018)

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

No

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If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom Of Information Co-ordinator
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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