

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 19 May 2021.

I am pleased to confirm the following.

1. **Do you currently use any form of electronic signing tool?**
No
2. **If yes, who is your current provider? When does the contract expire? How much does it cost per year? How many licences (users or transactions) do you have?**
N/A
3. **How many documents do you send for signature / approval annually? What % are printed?**
Not known
4. **Are your signing processes primarily paper-based? Yes**
5. **What is your current annual spend on paper, postage and document storage?**

20-21 The postage costs were £355.1k
20-21 The storage costs were 35.9k.
20-21 Paper costs were £16,132.19.
6. **Do you currently have any active projects or initiatives aimed at reducing the number of paper-based processes?**

Development of the Milton Keynes patient portal which encourages patients to receive appointment and clinical correspondence letters via their smart devices and/or PC's
7. **If so, who is leading it?** Jacqui Page, Digital Solutions Programme Lead
8. **How much employee time is it taking to create, send, chase and store documents that require signature?**
Not known
9. **How many employees do you have?** 3799
10. **What percentage of employees work remotely?**
Not able to identify as it changes on a regular basis.

11. Can you provide names and contact details for the following people within your organisation?

1. **CIO / IT Director** – Craig York
2. **Head of IT** – As above
3. **Head of Digital Transformation** – N/A
4. **Head of Housing Operations** – Phil Eagles
5. **Head of Legal** - Tina Worth
6. **Head of HR** – Danielle Petch
7. **Head of Legal Services** – Tina Worth

12. Do you currently use any of the following Microsoft applications?

1. **O365** - Yes
2. **SharePoint** - Yes
3. **Teams** - Yes
4. **Dynamics** – No
5. **Power Automate** - Yes

13. Do you use any Adobe products? If yes, which ones?

Adobe Acrobat Pro

14. What primary software systems do you use? (Deployed Systems, Product Name, Vendor, Version, Contract end date & Number of licenses)

1. **Human Resources** - ESR, IBM. Healthroster suite, Allocate
2. **Patient related** - Millennium, Cerner
3. **Legal Services**
4. **Email and Collaboration** - O365 suite.

15. Do you have a Senior Information Risk Officer (SIRO) and Caldicott Guardian? If so, can you please share their contact name, email and phone number.

SIRO – John Blakesley

Caldicott Guardian – Ian Reckless

[Board of Directors - Milton Keynes University Hospital \(mkuh.nhs.uk\)](http://mkuh.nhs.uk)

16. Understanding that every member of the NHS has to be GDPR compliant, what is the current approval - signature process?

MKUH monitors compliance with Information Governance training on a regular basis, and annually through the Data Security Protection Toolkit submission.

You are advised that this information is provided in accordance with the Freedom of Information Act 2000 and is for your personal use. Any re-use of this information will be subject to copyright and the Re-Use of Public Sector Information Regulations (1st July 05) and authorisation from Milton Keynes Hospital NHS Foundation Trust will be required. In the event of any re-use, the information must be reproduced accurately and not used in a misleading manner.

If you are unhappy with the information received in response to this request, please address your complaint to the Patient Affairs Office at Milton Keynes Hospital NHS Foundation Trust, Standing Way, Eaglestone, Milton Keynes MK6 5LD. If, after exhausting our internal process, you are still

unhappy with the information received, you may write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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

Any re-use of this information will be subject to the
'Re-use of Public Sector Information Regulations' and best practice.