

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 30 April 2021.

I am pleased to confirm the following.

- 1. How many people work in your organisation?**
- 2. How many operational sites does the organisation have?** 1 site
- 3. Who has the overall responsibility for the disposal of IT equipment within the organisation?** Head of IT Tech Services.
- 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?** Esynergy Waste.
- 7. Do you have a contract in place with this company?** This is managed by BLMK ICS.
- 8. How often are disposal collections run?** As needed but usually weekly.
- 9. If a contract is in place, when does this expire?** Unknown as it is managed by BLMK ICS.
- 10. Do you currently pay for this service? If so, what is the typical cost over a 12-month period?** No.
- 11. How old is each asset before it is disposed of? E.g. 3 / 4/ 5 years.** Depends on asset but on average 5 years.
- 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?**
We track assets from Delivery to disposal location, yes.

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

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

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. Dawn Budd

18. 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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