

Ref: FOI/GS/ID 5787

Please reply to:
FOI Administrator
Trust Management
Maidstone Hospital
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Maidstone, Kent
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Email: mtw-tr.foiadmin@nhs.net

06 November 2019

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to IT and Telecommunication equipment disposal.

You asked:

- 1. How Many staff do you have in your organisation?*
- 2. How many operational sites does the organisation have?*
- 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.*
- 4. Does the organisation currently have an IT asset disposal policy?*
- 5. Do you use a third-party IT asset disposal company for this?*
- 6. What is the name of that partner?*
- 7. Do you have a contract in place with this company?*
- 8. How often are disposal collections run?*
- 9. If a contract is in place, when does this expire?*
- 10. Do you currently pay for this service? If so, what is the typical cost over a 12-month period?*
- 11. How old is each asset before it is disposed of? E.g. 3 /4 / 5 years*
- 12. Do you presently receive any money back (rebates) for IT assets that you send to your disposal company?*
- 13. Do you have a nominated Infrastructure Manager and who is this? Please supply Name, Job Title, Telephone and Email contact details.*
- 14. For devices with hard drive, do you require full destruction of hard drives, or just erasure and certification of erase?*
- 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?*

16. Does the current contract also include photocopiers / Multi-Functional Devices (MFDs)?
17. How does your organisation finance MFDs... Lease or purchase?
18. Do you have a service contract in place for the copiers and if so when does this expire?
19. Does your organisation have a contract in place for shredding of other forms of data, namely paper documents?
20. What is the spend in the last 12 months on paper shredding / destruction?
21. If a contract is in place for paper and document shredding, when does this expire?
22. Does your supplier currently comply with the EU General Data Protection Regulation (GDPR) which came into force on 25th May 2018?
23. What ISO accreditations do you require for a disposal company to have in order to work with your organisation?
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.
25. Are there presently any other services that your organisation requires around the lifetime management of your IT assets?

Trust response:

1. This information can be found on the Trust website WWW.MTW.NHS.UK
2. 10
3. Maidstone & Tunbridge Wells NHS Trust receives a number of requests for details relating to the professional lives of our staff from private individuals and organisations, some of whom are involved in recruitment and marketing. We are aware that approaches from some of these organisations, as a result of any disclosure on our part, may lead to damage and distress to individuals whose roles and responsibilities would not normally be public facing or a level where the expectation would be that this information should be in the public domain. On very rare occasions it might be considered in the public interest to disclose some information but in such cases the views of the individual staff concerned is always sought.

The Trust has therefore decided that in future all such requests will normally be refused using the limitations available under Section 10 and Section 11 of the Data Protection Act 1998.

The information you have requested is therefore exempt under Section 40 of the Freedom of Information Act 2000.

The Trust does, however, release details of staff on Associate Director or above. This role falls under the remit of the Director of Health Informatics Michael Beckett.

4. YES
5. YES
6. Euro-recycling limited
7. YES
8. 1 x yearly
9. 2020

- 10. Unable to split from waste contract.
- 11. 5+ Years
- 12. No
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- 14. Full destruction
- 15. PCs without hard drives are disposed via WEEE waste. PCs are stored on site until collection by 3rd party at which time ownership is transferred. Hard drives are kept on site until contractors attend site for physical shredding of hard drives.
- 16. NO
- 17. Lease
- 18. Expires March 2023
- 19. YES
- 20. Unable to split from waste contract.
- 21. The Trust is a part of the South East NHS Total Waste Management Consortium and this waste stream is included within the contract.
- 22. YES
- 23. The WEEE disposal company is required to have accreditations in line with national waste legislation and regulations as well as be able to provide services in line the NHS Waste HTM 07.01. The service providers also need to be compliant with the national and MTW procurement guidelines. There is no specific ISO requirement for WEEE waste service provider.
- 24. This role falls under the remit of the Trust Secretary. Further details can be found on the Trust website WWW.MTW.NHS.UK
- 25. No