

Ref: FOI/GS/ID 6696

Please reply to:
FOI Administrator
Trust Management
Maidstone Hospital
Hermitage Lane
Maidstone, Kent
ME16 9QQ
Email: mtw-tr.foiadmin@nhs.net
www.mtw.nhs.uk

24 August 2021

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 processes.

You asked:

- 1. How many people work 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 third-party?*
- 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. For devices with a hard drive, do you require full destruction of hard drives, or just erasure and certification of erasure?*
- 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?*
- 15. Does your organisation have a contract in place for shredding of other forms of data, namely paper documents?*

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

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.

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

Trust response:

1. Under Section 21 of the Act we are not required to provide information in response to a request if the information is already reasonably accessible to you. The information you requested is available from the trust website using the following link: <https://www.mtw.nhs.uk/about-us/publications/> Annual report and accounts.

2. Six

3. Simon Hodge, IT Support Service Manager, simon.hodge1@nhs.net

4. Yes

5. Yes

6. Currently out of contract

7. Currently out of contract

8. Ad-hoc

9. Not applicable

10. The Trust is applying Section 43(2) FOIA which provides an exemption from disclosure of information which would or would be likely to, prejudice the commercial interests of any person (including the public authority holding it). This is a qualified exemption, and is therefore subject to the public interest test.

The Trust believes that the information requested contains details which would be likely to damage the companies ability to win new business opportunities for their services and to perform them within a commercially competitive market.

The Trust has concluded that the public interest in maintaining the exemption, and therefore protecting the commercial interests of the suppliers and preserving its ability to compete fairly in a commercial market, outweighs the public interest in disclosure in this case.

Supplier Transactions

All NHS bodies are required to publish details of individual invoices and transactions that are over £25,000. This is in response to guidance from HM Treasury which sets out the scope of the data. Details can be found on our website using the following link: www.mtw.nhs.uk/about-us/our-quality-story/finance/

11. No set age

12. No

13. Full destruction plus certificate

14. The Trust maintain a database of individual assets and this is updated at each stage of the product lifecycle.

15. Yes

16. We need to be compliant with the following national requirements for waste management and it does not include any ISO requirement. The company may have commercial ISO certificates to work with NHS procurement.

- HTM 07-01 Safe Management of Healthcare Waste
- European Waste Catalogue (2002)
- Control of Pollution Act 1974
- Control of Pollution (Amendment) Act 1989
- Environment Act 1995
- Environmental Protection Act 1990
- Controlled Waste Regulations 2012, SI 588
- Controlled Waste (Amendment) Regulations 1996, SI 566
- Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991, SI 1624
- Controlled Waste (Regulation of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998, SI 605
- End of Life Vehicles Regulations 2003, SI 2635
- End of Life Vehicles (Amendment) Regulations 2010, SI 1094
- Environmental Civil Sanctions (England) Order 2010 SI 1157
- Environmental Civil Sanctions (Miscellaneous Amendments) (England) Regulations 2010 SI 1159
- Environmental Permitting (England and Wales) Regulations 2010
- Environmental Protection (Duty of Care) Regulations 1991 SI 2839
- Environmental Protection (Duty of Care) (England) (Amendment) Regulation 2003, SI 63
- Hazardous Waste Regulations 2005
- Hazardous Waste (England and Wales) (Amendment) Regulations 2009 SI 507
- Landfill (England and Wales) Regulations 2002, SI 1559
- List of Wastes (England) Regulations 2005 SI 895
- List of Wastes (England) (Amendment) Regulations 2005 SI 1673
- Packaging (Essential Requirements) Regulations 2003, SI 1941
- Packaging (Essential Requirements) (Amendment) Regulations 2004, SI 1188
- Packaging (Essential Requirements) (Amendment) Regulations 2006 SI 1492
- Packaging (Essential Requirements) (Amendment) Regulations 2009 SI 1504
- Producer Responsibility Obligations (Packaging Waste) Regulations 2007 SI 871
- Producer Responsibility Obligations (Packaging Waste) (Amendment) Regulations 2010 SI 2849
- Transfrontier Shipment of Radioactive Waste and Spent Fuel Regulations 2008 SI 3087
- Transfrontier Shipment of Waste Regulations 2007 SI 1711
- Transfrontier Shipment of Waste (Amendment) Regulations 2008
- Waste Batteries and Accumulators Regulations 2009 SI 890

- Waste Electrical and Electronic Equipment Regulations 2006 SI 3289
- Waste Incineration (England and Wales) Regulations 2002, SI 2980
- Waste Electrical and Electronic Equipment (Amendment) Regulations 2007 SI 3454
- Waste Electrical and Electronic Equipment (Amendment) Regulations 2009 SI 2957
- Waste Electrical and Electronic Equipment (Amendment) (No2) Regulations 2009 SI 3216
- Waste Electrical and Electronic Equipment (Amendment) Regulations 2010 SI 1155
- Waste (England and Wales) Regulations 2011 SI 988
- Waste Management (England and Wales) Regulations 2006 SI 937
- Waste Management Licensing (Amendment) Regulations 1995 SI 288

Other regulations/ guidelines:

- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
- ADR 2011

17. Under Section 21 of the Act we are not required to provide information in response to a request if the information is already reasonably accessible to you. The information you requested is available from the trust website using the following link: <http://www.mtw.nhs.uk/wp-content/uploads/2021/03/Privacy-Notice-for-patients-amended-to-include-opt-out-11.03.21.pdf>

18. No