

## Freedom of Information Act Disclosure log - Reply Extract

File reference	W21FOI068
Key words	IT Asset Disposal
Date of release	10/06/2021
Attachments	No

### You asked

**1. How many people work in your organisation?**

9067

**2. How many operational sites does the organisation have? 10**

- Derriford
- Child Development Centre
- Haemodialysis Unit
- Cumberland Centre
- Norwich Union
- Bircham House
- Radiology Academy
- Bush Park
- Warehouse – Estover
- Warehouse - Broadley

**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.**

Lee Pester, Chief Support Officer, [lee.pesther@nhs.net](mailto:lee.pesther@nhs.net)

**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?**

Concept Management

**7. Do you have a contract in place with this company?**

No

**8. How often are disposal collections run?**

Approximately every two months

**9. If a contract is in place, when does this expire?**

N/A

**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**

Currently between six and eight years

**12. Do you presently receive any money back (rebates) for IT assets that you send to your disposal company?**

Yes

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

We remove and destroy on site

**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?**

CMDB asset database and certification of assets disposed of

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

The Trust has its own on site paper shredder that is used to destroy all Trust paper records. It meets current NHS standards for shredding documents and is operated by the in-house waste management team.

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

ISO27001

- 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.**

Penny Taylor, Head of Information Governance/Data Protection Officer

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

No

**Attachments included:** No