

## Freedom of Information Act Disclosure log - Reply Extract

<b>File reference</b>	W21FOI097
<b>Key words</b>	Electronic Signing Tool, Use of Microsoft and Adobe Products
<b>Date of release</b>	16/06/2021
<b>Attachments</b>	No

### You asked

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?**

c. 750,000 – theoretically all of them at the point of filing.

4. **Are your signing processes primarily paper-based?**

No

5. **What is your current annual spend on paper, postage and document storage?**

Paper and Postage – circa £330k. Document storage is unknown

6. **Do you currently have any active projects or initiatives aimed at reducing the amount of paper-based processes?**

Yes

7. **If so, who is leading it?**

Head of Patient Access

8. **How much employee time is it taking to create, send, chase and store documents that require signature?**

This has only partially been quantified so sum total is unknown.

**9. How many employees do you have?**

9306

**10. What percentage of employees work remotely?**

The Trust does not hold the information.

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

- a. **CIO / IT Director** – Andy Blofield, [plh-tr.imtbusinessservices@nhs.net](mailto:plh-tr.imtbusinessservices@nhs.net)
- b. **Head of IT - Lee Pester**, (support) and Rob Harder (Technology) [plh-tr.imtbusinessservices@nhs.net](mailto:plh-tr.imtbusinessservices@nhs.net)
- c. **Head of Digital Transformation** - Vanessa Bennett, [plh-tr.imtbusinessservices@nhs.net](mailto:plh-tr.imtbusinessservices@nhs.net)
- d. **Head of Housing Operations** – There is no one with this title in the Trust
- e. **Head of Legal** – No Position in UHP, but the Legal Manager is Laura Joynes [plh-tr.legaldepartment@nhs.net](mailto:plh-tr.legaldepartment@nhs.net)
- f. **Head of HR** – Steven Keith- Director of People, care of [plh-tr.corporateadminsupport@nhs.net](mailto:plh-tr.corporateadminsupport@nhs.net)
- g. **Head of Legal Services** – No such position in UHP, but Legal Manager is Laura Joynes [plh-tr.legaldepartment@nhs.net](mailto:plh-tr.legaldepartment@nhs.net)

Other “contact us” options are available using the link provided above.

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

- |                          |     |
|--------------------------|-----|
| a. <b>O365</b>           | Yes |
| b. <b>SharePoint</b>     | Yes |
| c. <b>Teams</b>          | Yes |
| d. <b>Dynamics</b>       | No  |
| e. <b>Power Automate</b> | No  |

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

- Adobe Acrobat DC Standard
- Adobe Acrobat DC Pro
- Adobe Creative Cloud Single App (Photoshop)
- Adobe Acrobat Creative Cloud All Apps.

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

- a. Human Resources
- b. Patient related
- c. Legal Services
- d. Email and Collaboration

Product Name	Vendor	Version	Contract End Date	Number of Licences
a. NHS ESR	See note below*	See note below*	See note below*	See note below*
b. iPM	Dedalus	v3.3	31/3/2026	No licence restrictions
c. Datix	RLDatix	14.0.23	01/04/2022	Covers all UHP staff
d. Office 365	Microsoft	Office 365	31/03/2023	Central NHS Agreement. Covers all UHP Staff ~8500

\* Please refer your enquiry to [nhsbsa.foirequests@nhs.net](mailto:nhsbsa.foirequests@nhs.net)

**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: Sarah Brampton, [plh-tr.corporateadminsupt@nhs.net](mailto:plh-tr.corporateadminsupt@nhs.net)
- Caldicott Guardian: Adrian Marchbank, [informationgovernancepht@nhs.net](mailto:informationgovernancepht@nhs.net) , 01752 431825

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

The Trust makes a submission to NHS Digital's Data Security and Protection toolkit annually.

**Attachments included:** No