



**Freedom of Information Request**

**Ref: UHB 19-629**

30 October 2019

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

1. How Many staff do you have in your organisation?  
As a headcount, the Trust has 12,203. Excluding staff with 0 FTE i.e. bank and honorary staff, the figure is 9,876.  
As an FTE the figure is 8543.3  
Figures as at Oct 29th 2019.
2. How many operational sites does the organisation have?  
Bristol Eye Hospital  
Bristol Haematology and Oncology centre  
Bristol Heart Institute  
Bristol Royal Hospital For Children  
Bristol Royal Infirmary  
South Bristol Community Hospital  
St Michael's Hospital  
University Of Bristol Dental Hospital  
Bristol Sexual Health Centre  
Central Health Clinic
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.  
Rob Howland – Operations Team Support – [Rob.Howland@UH Bristol.nhs.uk](mailto:Rob.Howland@UH Bristol.nhs.uk) - on behalf of Simon Jones (Simon Jones – Head of Support Services – [Simon.Jones@UH Bristol.nhs.uk](mailto:Simon.Jones@UH Bristol.nhs.uk))

4. Does the organisation currently have an IT asset disposal policy?  
Yes, please see attached the IT asset disposal policy.
5. Do you use a third-party IT asset disposal company for this?  
Yes.
6. What is the name of that partner?  
Stone Computers.
7. Do you have a contract in place with this company?  
Yes.
8. How often are disposal collections run?  
Once a week every Wednesday am.
9. If a contract is in place, when does this expire?  
Perpetual unless terminated via either party given 90 days notice.
10. Do you currently pay for this service? If so, what is the typical cost over a 12-month period?  
No, standard collections are free of charge.
11. How old is each asset before it is disposed of? E.g. 3 /4 / 5 years.  
7 years on average.
12. Do you presently receive any money back (rebates) for IT assets that you send to your disposal company?  
Yes, we receive equipment rebates calculated to 'fair market value' as determined by Stone.
13. Do you have a nominated Infrastructure Manager and who is this? Please supply Name, Job Title, Telephone and Email contact details.  
Bob Howard, Systems Infrastructure Manager, [Bob.Howard@UH Bristol.nhs.uk](mailto:Bob.Howard@UH Bristol.nhs.uk), (Please note equipment disposal falls under Rob Howland – Operations Team Support – [Rob.Howland@UH Bristol.nhs.uk](mailto:Rob.Howland@UH Bristol.nhs.uk)) on behalf of Simon Jones (Simon Jones – Head of Support Services – [Simon.Jones@UH Bristol.nhs.uk](mailto:Simon.Jones@UH Bristol.nhs.uk)).
14. For devices with hard drive, do you require full destruction of hard drives, or just erasure and certification of erase?  
We erase all hard drives on site via degaussing (VSSP DataGauss), they are then sent to Stone who run a secondary wipe (Blancco Drive Eraser 6).
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?  
Yes, legal custody would be detailed on the corresponding equipment disposal certificate for that asset.

16. Does the current contract also include photocopiers / Multi-Functional Devices (MFDs)  
It does yes, however MFD's are usually disposed by the Trust Print Room via a separate contractor. Any that are handed to IM&T are processed within the terms of our contract with Stone.

17. How does your organisation finance MFDs. Lease or purchase?  
Lease.

18. Do you have a service contract in place for the copiers and if so when does this expire?  
July 2022.

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

20. What is the spend in the last 12 months on paper shredding / destruction?  
£4k.

21. If a contract is in place for paper and document shredding, when does this expire?  
November 2020.

22. Does your supplier currently comply with the EU General Data Protection Regulation (GDPR) which came into force on 25th May 2018?  
Yes.

23. What ISO accreditations do you require for a disposal company to have in order to work with your organisation?  
Minimum of ISO9001, ISO14001 and ISO27001 and relevant Environmental Responsibility accreditation.

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.  
David Smith – Head of Information Governance – [David.Smith2@UHBristol.nhs.uk](mailto:David.Smith2@UHBristol.nhs.uk)

25. Are there presently any other services that your organisation requires around the lifetime management of your IT assets?  
Not presently.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Director of Corporate Governance  
University Hospitals Bristol NHS Foundation Trust  
Trust Headquarters  
Marlborough Street  
Bristol  
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

#### Publication

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To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

**FOI Team**  
**UH Bristol NHS Foundation Trust**