

**Freedom of Information Request**

**Ref: 21-245**

17 May 2021

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:

- We can confirm that we do hold the information you are requesting

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

As at 31st March 2021, UHBW headcount was 12,156 excluding bank, 15,523 including bank.

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

Seven

**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.**

Head of Support Services

[Digitalservicesadmin@uhbw.nhs.uk](mailto:Digitalservicesadmin@uhbw.nhs.uk)

**4. Does the organisation currently have an IT asset disposal policy?**

Yes - currently under review

**5. Do you use a third-party IT asset disposal company for this?**

Yes

**6. What is the name of that third-party?**

Stone Bristol Waste

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

No

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

Weekly

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

Not applicable

**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**

5 years plus

**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?**

Just certificate of wipe

**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?**

Yes

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

Yes

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

The requirements are as follows:

- Certification of Registration- Quality Management System – ISO 9001:2015 Provision of onsite mobile, and off site destruction and recycling of confidential paper/electronic documentation and which incorporates the requirements of BS 15713:2009.
- Certification of Registration- Environmental Management System- ISO 14001:2015- Provision of onsite mobile, and off site destruction and recycling of confidential paper/electronic documentation
- Certification of registration under the Waste (England and Wales) regulation 2011
- Certification for the National Association for Information destruction
- Quality, Environmental and Health & Safety policy
- Security incident reporting policies
- Contingency planning policy
- Company insurance policy
- Risk Assessments- Operations including, vehicles, plants, operational staff

**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.**

Sarah Wright Head of Risk Management & Information Governance  
InformationGovernance@uhbw.nhs.uk  
0117 3423635

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

No

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 and Weston 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

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

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

Yours sincerely

**Freedom of Information Team  
University Hospitals Bristol and Weston NHS Foundation Trust**

