

**Freedom of Information Request**

**Ref: 21-277**

1 June 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. 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?**

Not applicable

**3. How many documents do you send for signature / approval annually? What % are printed?**

We do not hold this information

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

Electronic copies are sent with copies of signatures to be added

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

We are not able to separate document storage away from other types of storage the Trust uses so we cannot answer this part of the request.

Postage £604k

Paper £84k

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

Yes, an electronic signature project

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

Eric Sanders

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

We do not record this information

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

As at 30th April 2021 we had 11,934 employees excluding bank, 14,460 including bank

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

We do not hold this information

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

1. CIO / IT Director Steve Gray Chief Information Officer [DigitalServicesAdmin@uhbw.nhs.uk](mailto:DigitalServicesAdmin@uhbw.nhs.uk)
2. Head of IT Steve Gray Chief Information Officer [DigitalServicesAdmin@uhbw.nhs.uk](mailto:DigitalServicesAdmin@uhbw.nhs.uk)
3. Head of Digital Transformation Paula Clark Director of Strategy & Transformation [Paula.Clarke@uhbw.nhs.uk](mailto:Paula.Clarke@uhbw.nhs.uk)
4. Head of Housing Operations We do not have anyone with that job title
5. Head of Legal Hayley Squires Head of Legal Services [Hayley.Squires@uhbw.nhs.uk](mailto:Hayley.Squires@uhbw.nhs.uk)
6. Head of HR Naomi Adams Deputy Director of Human Resources [Naomi.Adams@uhbw.nhs.uk](mailto:Naomi.Adams@uhbw.nhs.uk)
7. Head of Legal Services Hayley Squires Head of Legal Services [Hayley.Squires@uhbw.nhs.uk](mailto:Hayley.Squires@uhbw.nhs.uk)

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

1. O365 - Yes
2. SharePoint - Yes
3. Teams - Yes
4. Dynamics - No
5. Power Automate - No

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

Acobat Reader and Acrobat Pro

**14. What primary software systems do you use? (Deployed Systems, Product Name, Vendor,**

1. Human Resources – ESR Nationally provided software to NHS providing HR, Payroll and General ledger data.
2. Patient related – System C, Medway and Kainos, Evolve
3. Legal Services – Datix by Datix Ltd version 14.0.32
4. Email and Collaboration – O365

**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.**

Neil Kemsley (SIOR) [Neil.kemsley@uhbw.nhs.uk](mailto:Neil.kemsley@uhbw.nhs.uk)

William Oldfield (Caldicott Guardian) [William.Oldfield@uhbw.nhs.uk](mailto:William.Oldfield@uhbw.nhs.uk)

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

Please see the attached Data Sharing Agreement document

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**