

Freedom of Information Request

Ref: 24-826

19 November 2024

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 hold some of the information you are requesting

1. How much does your Trust spend externally on videography services per year, over the last 6 fiscal years

We are unable to provide this information as this is grouped with other expenditure. Please note, the Trust does not hold the data in a format that would enable us to fully respond to your request to the level of detail required and a manual trawl for this information would significantly exceed the 18 hours limit set down by the FOI as the reasonable limit. Section 12 of the FOIA provides that we are not obliged to spend in excess of 18 hours in any sixty-day period locating, retrieving and identifying information in order to deal with a request for information and therefore we are withholding this information at this time.

2. How much does your Trust spend externally on medical photography services per year, over the last 6 fiscal years

We are unable to provide this information as this is grouped with other expenditure. Please note, the Trust does not hold the data in a format that would enable us to fully respond to your request to the level of detail required and a manual trawl for this information would significantly exceed the 18 hours limit set down by the FOI as the reasonable limit. Section 12 of the FOIA provides that we are not obliged to spend in excess of 18 hours in any sixty-day period locating, retrieving and identifying information in order to deal with a request for information and therefore we are withholding this information at this time.

3. How much does your Trust spend externally on public relations photography services per year, over the last 6 fiscal years

We are unable to provide this information as this is grouped with other expenditure. Please note, the Trust does not hold the data in a format that would enable us to fully respond to your request to the level of detail required and a manual trawl for this information would significantly exceed the 18 hours limit set down by the FOI as the reasonable limit. Section 12 of the FOIA provides that we are not obliged to spend in excess of 18 hours in any sixty-day period

locating, retrieving and identifying information in order to deal with a request for information and therefore we are withholding this information at this time.

4. How much does your Trust spend externally on graphic design services per year, over the last 6 fiscal years

We are unable to provide this information as this is grouped with other expenditure. Please note, the Trust does not hold the data in a format that would enable us to fully respond to your request to the level of detail required and a manual trawl for this information would significantly exceed the 18 hours limit set down by the FOI as the reasonable limit. Section 12 of the FOIA provides that we are not obliged to spend in excess of 18 hours in any sixty-day period locating, retrieving and identifying information in order to deal with a request for information and therefore we are withholding this information at this time.

5. How much does your Trust spend externally on Animation services per year, over the last 6 fiscal years

We are unable to provide this information as this is grouped with other expenditure. Please note, the Trust does not hold the data in a format that would enable us to fully respond to your request to the level of detail required and a manual trawl for this information would significantly exceed the 18 hours limit set down by the FOI as the reasonable limit. Section 12 of the FOIA provides that we are not obliged to spend in excess of 18 hours in any sixty-day period locating, retrieving and identifying information in order to deal with a request for information and therefore we are withholding this information at this time.

6. How much does your Trust spend externally on medical illustration and art services per year, over the last 6 fiscal years

We are unable to provide this information as this is grouped with other expenditure. Please note, the Trust does not hold the data in a format that would enable us to fully respond to your request to the level of detail required and a manual trawl for this information would significantly exceed the 18 hours limit set down by the FOI as the reasonable limit. Section 12 of the FOIA provides that we are not obliged to spend in excess of 18 hours in any sixty-day period locating, retrieving and identifying information in order to deal with a request for information and therefore we are withholding this information at this time.

7. Does your Trust complete/check a person's DBS when working with external companies/individuals who need to come on site to make photography or video content (clinical and non-clinical) with staff, patients, or volunteers?

Any suppliers we use with are always accompanied by a member of staff, they would not be allowed to be alone on Trust premises.

8. Does your Trust complete a copyright contract or licencing agreement (or something similar) with external photographers/videographers/graphic designers/animators/illustrators/design companies for the content being commissioned? Does the Trust retain copyright over all content they commission to produce or is content licenced to the Trust from the company or individual?

Where the Trust is commissioning content for its own purposes, the expectation would be that intellectual property in that content is assigned to the Trust or, alternatively, subject to an exclusive, perpetual licence. However, this is variable, depends on the purpose, parties and all the circumstances.

9. Do external photographers or videographers obtain consent from staff, patients, or volunteers? If so, where is this recorded and stored?

Yes. Patient consent forms are held by the Communications Department.

10. Does your Trust ever incur extra costs from external companies/individuals for additional work (photographic, video, graphic design, animation, illustration) once a project is completed and paid for. For example, if logos need updating on a video or minor editing is required etc. If so, how much additionally is spent on unplanned revisions?

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11. Do any external providers of photographic, video, graphic design, animation, illustration, operate on a retainer/subscription basis?

We have a contract with SBW as our recruitment advertising agency.

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:

Data Protection Officer
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