

Freedom of Information Request

Ref: 25-579

25 July 2025

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

EDMS Implementation and Scanning Practices

1. How is content added to your EDMS?

Scanned internally by Trust Staff

Digital documents uploaded by Trust Staff

Digital documentation fed through from other systems

2. If records are scanned internally by Trust staff, is this undertaken via a centralised scanning bureau or departmentally? - Both centralised Scanning bureau and departmentally

3. If some, or all records are scanned externally, what is the scanning service provider(s) company name(s)?

Not applicable

4. What is the scanning service provider's contract expiry date?

Not applicable

5. If some, or all records are scanned via an internal, centralised scanning bureau, please specify the scanning hardware manufacturer and device models that are in use (e.g. "Falcon Scanners by Opex Corporation").

I4250 Kodak Scanners

6. If some, or all records are scanned internally at a departmental level, please confirm if desktop scanners or Multi-Function Devices (MFDs) are used.

Desktop Scanner

Multi-Function Device (MFD)

7. Please specify the scanning hardware manufacturer and device models that are in use at a departmental level

Desktop Scanner - Brother ADS-4100 and Brother ADS-4900

Multi-Function Device (MFD) – Canon image Runner Advance C3930I

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