

Trust Headquarters
Russells Hall Hospital
Dudley
West Midlands
DY1 2HQ

Date: 26/10/2012

FREEDOM OF INFORMATION ACT 2000 - Ref: FOI/011250

With reference to your FOI request that was received on 27/09/2012 in connection with 'How the Trust currently disposes of it's I.T equipment and removes data from PC's and Servers'.

Your request for information has now been considered and the information requested is enclosed.

Further information about your rights is also available from the Information Commissioner at:

Information Commissioner

Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Tel: 0303 123 1113
Fax: 01625 524510
www.ico.gov.uk

Yours sincerely

Information Governance Manager
Room 34a, First Floor, Esk House, Russells Hall Hospital, Dudley, DY1 2HQ
Email: FOI@dgh.nhs.uk

Please find the responses to your request, in turn, below;

1) Does the Trust currently have a contract for I.T. disposal?

a) If so, which company handles the contract.

b) When does the contract expire?

c) Is the contract advertised in the European Journal or other Purchasing Publication (Buying Solutions - local framework agreements) - Please detail

d) Does the contract cost the Trust to dispose of I.T. - or does the awarded company "pay" for the material?

e) If the contractor pays for the removal of I.T. - what are the typical costs? What are the last 3 months and 6 months worth of transacted business?

f) If the Trust pays for the material to be removed - what is the projected spend over the period of the contract?

g) How many PC's, laptops and servers will the Trust dispose of between now and April 2013?

The Trust has contracted with Siemens Healthcare (via Summit Healthcare) for the provision of IT Services as part of the Trusts Private Finance Initiative (PFI) Project Agreement (PA). Part of the IT Service provided by Siemens Healthcare is the provision, management and disposal of all IT assets used within the Trust. The current IT Services Agreement runs till March 2020.

2) What involvement does the Trust's Information Technology Services division specifically get involved in the disposal of I.T. equipment? Is this a piece of work where "estates" decide how material is disposed of?

IT assets are purchased, refreshed and disposed of via an agree refresh / replacement cycle agreed as part of the IT Services Agreement.

3) How is data removed from Servers and PC's prior to end of life?

a) If a software tool is deployed, which tool is it?

b) Does the tool meet CESG and DIPCOG certification?

c) Are drives moved and destroyed? If so who removes the drives?

d) How long does it take per machine to remove hard drives?

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4) Does the Trust donate any equipment to charity, good causes or staff? If so, how does the university ensure data protection?

All IT assets are disposed of via the mechanism detailed in answer 1).

Neither the Trust or Siemens Healthcare donate retired IT equipment to charities or good causes.

a) If the Trust prepares a PC to be donated to charity, good causes or staff how long does it take to prepare each PC and how does the Trust support any of the donated methods in terms of post donation to support?

Not applicable

b) How does the Trust transfer any licenses between the Trust and new owners?

Not applicable

5) Who has overall responsibility for the disposal of IT equipment within the Trust? Please supply name, telephone number and e-mail details (NOT DEPARTMENTAL INFORMATION but the actual person responsible)

Please see the answer to question 1

6) Can the trust track all assets disposed of should there be a breach of data investigation? If so how would an individual asset be tracked?

All assets are disposed of via an agreed protocol and Siemens keeps and maintains a full record of all assets disposed of via this route

7) How many incidents has the Trust dealt with in the last 3 months from data being found on IT equipment disposed of?

The Trust has had no incidents within the last 3 months from data being found on IT equipment disposed of.

8) At what point during the IT assets lifecycle does the item become a zero cost asset to the Trust? (When does the Trust write the asset off)

The IT assets lifecycle becomes a zero cost asset to The Trust after 5 years.

9) How does the Trust recognise any rebate back from equipment sold?

It does not

10) How many staff are involved with decommissioning services of legacy IT equipment?

20 staff are involved with the decommissioning services of legacy IT equipment.

11) Is decommissioning a process driven exercise (set standards and procedures) If so please supply procedures adhered to and staff training.

Please see the response to Question 6.

12) How old is I.T. equipment before it is disposed of?

IT equipment is 5 years old before it is disposed of.

13) Who is the primary supplier of PC's and printers to the Trust - by which manufacturer?

Siemens Healthcare/Fujitsu is the primary supplier of PCs and printers to the Trust.

14) Following the incident at Brighton and Sussex University and the ICO. Please detail the Trust's individual (name, telephone number and e-mail address) as the Data Controller for the authority.

The Data Controller for the Trust is Paul Assinder, paul.assinder@dgh.nhs.uk.

Contact 01384 456111 Ext 1039

15) Is the site now more inclined to shred hard drives by a contractor on site or crush and what are the future plans before 31/3/2012 and the next 12 months to destroy Trust hard drives and data.

The process is currently under review