

Dear

Thank you for your Freedom of Information request concerning IT asset disposal policy.

The Trust can provide the following information:

Under the terms of the freedom of information act can I respectfully request the following information in regard to your IT and Telecommunication equipment disposal process.

- Do you currently have an IT asset disposal policy? **No**
- Who is responsible for this policy? **IT service manager**
- Is that person aware of the Information Commissioner's Guidance Notes on this area? **Yes**
- Who is your current IT asset disposal Company? **The Trust dispose of redundant equipment via Waste Care, hard drives are removed by IT prior to disposal**
- Do you currently have in place a contract for your IT asset disposal with this company? **No Contract items collected with the WEEE, this is a FOC service**
- How often / when was the last time you audited your IT asset disposal company. **No audit has been carried out, this is outstanding**
- Could I please have the name of your Information Governance Manager / Data Protection Office or Senior Information Risk Owner? **Information Governance Manager- Matthew Hall/ Senior Information Risk Owner- Dylan Jones**

If you have any queries about this response please contact the information governance manager at foi@homerton.nhs.uk , in the first instance. If, following that, you still have any concerns, you may contact the Information Commissioner either by letter, FOI/EIR Complaints resolution, Wycliffe House, Water Lane, Wilmslow, Cheshire SM9 5AF, or by email www.informationcommissioner.gov.uk to take them further.

Copyright Statement

The material provided is subject to the HUHFT's copyright unless otherwise indicated. Unless expressly indicated on the material to the contrary, it may be reproduced free of charge in any format or medium, provided it is reproduced accurately and not used in a misleading manner. Where any of the copyright items are being re-published or copied to others, you must identify the source of the material and acknowledge the copyright status. Permission to reproduce material does not extend to any material accessed through the Publication Scheme that is the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders concerned.

Yours sincerely

James Cook

Information Governance Administrator

Matthew Hall

Information Governance Manager (Deputy Caldicott Guardian)