

My Ref: IG-11113
Your Ref:
Contact: Freedom of Information Team
Email: InformationRights@nottinghamcity.gov.uk



Nottingham
City Council

Freedom of Information Team
Information Compliance
Legal & Governance
2nd Floor
Loxley House
Station Street
Nottingham
NG2 3NG

Requester

At contact address specified for request number above

31 August 2018

Tel: 0115 876 4376
Email: InformationRights@nottinghamcity.gov.uk
www.nottinghamcity.gov.uk

Dear Requester

Request under the Freedom of Information Act 2000 (the Act)

The council has considered your request which was received on 2 August 2018 and our response to your questions is shown below.

*1: Does the council have a dedicated on-site scanning team for paper records?
a: If so, how many FTE are within the team?*

No

b: What volumes are the team scanning on a daily/weekly/monthly/annual basis?

N/A see response to question 1.

c: Are the team scanning legacy records or day forward, or both?

N/A see response to question 1.

d: what hardware & software is used by the team?

N/A see response to question 1.

e: Is the hardware leased, rented or was it purchased outright?

N/A see response to question 1.

f: Who is responsible within the council for the procurement of hardware and software? Please supply contact details.

The council are unable to provide the name of the employee who is responsible for the procurement of hardware and software for the council.



In accordance with section 40(2) of the Act, the personal information about identifiable living individuals is exempt if disclosure to a third party would contravene 1 of the General Data Protection Regulations (GDPR) principles.

The council are required under section 40(2) to take in account the GDPR, in particular Article 4 which states “‘personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

The council have considered the principles of the GDPR in our decision as to whether to disclose the information. The information you have requested could identify a living individual and is therefore classified as personal data. The council must also consider whether it is fair in general terms to disclose the information. The Information Commissioner’s guidance states ‘It is reasonable to expect that a public authority would disclose more information relating to senior employees than more junior ones...the disclosure must not cause unwarranted interference with the rights, freedoms and legitimate interests of the employee’. The individual concerned would not expect their details to be disclosed to a third party, as it is the council’s general guidance not to do so for staff below the level of Head of Service. The council have therefore determined that in this instance the disclosure of this information to you otherwise than under the Act would contravene Principle (a) of the GDPR – lawfulness, fairness and transparency.

The council is withholding the information as detailed above under section 40(2). Please accept this letter as a partial refusal notice issued in accordance with section 17 of the Act.

In accordance with section 16(1) of the Act, the council has a duty to provide advice and assistance to you, as far as it is reasonable to do so. The council can advise Nottingham City Council does not respond to unsolicited requests regarding sales, procurement and commissioning. Departments must follow a strict procedure as the council has a responsibility to spend public money to achieve the best possible value and outcomes for its citizens whilst maximising the wider social, economic and environmental aims. The council can direct you to the council’s website pages for procurement opportunities, events and how to sell to the council, where you can also find the contact details for the Procurement Team including an email address and phone number:

<http://www.nottinghamcity.gov.uk/business-information-and-support/doing-business-with-nottingham-city-council/>

2:If the council does not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?

In accordance with section 1(1) of the Act the council has a duty to confirm whether it holds the information of the description specified in the request, and if that is the case, to have the information communicated to the requester.

The council does not have a contract for outsourced document scanning provisions for the who of the council. The housing benefits and council tax teams do use external

provision of scanning and indexing for a range of Housing Benefit and Council Tax documentation. The council do not have an accounts payable department, the processing of invoices which includes scanning is carried out by East Midlands Shared Services (EMSS), information regarding EMSS can be found here:

<http://emss.org.uk/>

Leicestershire County Council who are the lead partner for EMSS may be able to provide you with information regarding the provider, costs and contract dates for the scanning of invoices for EMSS as a whole. If you require this information please redirect your request to Leicestershire County Council:

<https://www.leicestershire.gov.uk/about-the-council/freedom-of-information/freedom-of-information-requests>

a: If so, who is this contract with?

N/A see response to question 2. Northgate Public Services Ltd scan and index a range of Housing Benefit and Council Tax documentation for the council.

c: What is the value of the contract?

N/A see response to question 2. The Northgate Public Services Ltd value is £84,500 per annum.

d: When is the contract due for renewal?

N/A see response to question 2. The Northgate Public Services Ltd contract dates are 1 February 2015 thorough to 31 October 2021.

3: Does the council have on-site facilities to store paper records?

No

a: If so, how many FTE manage the facility?

N/A see response to question 3.

b: What is the cost to the council monthly/annually? Include real-estate, FTE, systems and transport.

N/A see response to question 3.

4: Does the council have contract(s) for off-site storage?

Yes

a: If so, who is the contract with?

Box-it North Midlands

A1: What is the annual cost of off-site storage for the council?

In accordance with section 1 (1) of the Act the council has a duty to confirm whether it holds the information of the description specified in the request, and if that is the case, to have the information communicated to the requester.

Nottingham City Council's Payments to Suppliers, is published as monthly CSV files. Publication of these datasets forms part of the council's commitment to openness and transparency. These tables list all payments made by the council with trade suppliers in a particular month. This information can be downloaded here:

<http://www.opendatanottingham.org.uk/dataset.aspx?id=21>

The downloads, list all relevant trade supplier payments excluding VAT, from 1 April 2011 onward. Files include; payment date, transaction number, supplier name, supplier postcode, expenditure category and net amount. You can search this dataset to identify payments made to Box-it North Midlands.

The council has relied on sections 16 and 21 of the Act as it is providing you with advice and assistance by directing you to a website where you can find the requested information. Please accept this letter as a partial refusal notice issued in accordance with section 17 of the Act.

b: Does the contract include scan on demand or digitising services?

No

c: If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?

N/A see response to question 4b.

d: What is the annual cost for outsourced scanning - either on-demand or scheduled?

N/A see response to question 4b.

5: Are there departments within the council that scan their own documents locally?

Yes, all departments/employees can scan using Multi-Function Devices (MFDs) and digital printers in the council's Print Room.

a: If so, what hardware and software is used to manage this?

Scanning is principally made using the Konica MFDs and the Ricoh digital printers in the Print Room that have a scanning facility. The software used to manage scanning is Docupro.

b: Are volumes captured? If so, what are they?

In accordance with section 1 (1) of the Act the council has a duty to confirm whether it holds the information of the description specified in the request, and if that is the case, to have the information communicated to the requester.

Volumes not recorded. Therefore in accordance with section 1 the requested information is not held by the council.

c:What types of documents are scanned?

In accordance with section 1 (1) of the Act the council has a duty to confirm whether it holds the information of the description specified in the request, and if that is the case, to have the information communicated to the requester.

Information not recorded. Therefore in accordance with section 1 the requested information is not held by the council.

6: Who in the council is responsible for records / document management programmes/systems?

A: Please provide contact details

The council are unable to provide the name of the employee who is responsible for records management for the council.

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<http://www.nottinghamcity.gov.uk/business-information-and-support/doing-business-with-nottingham-city-council/>

7: Who in the council manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers?

A: Please provide contact details

The council are unable to provide the name of the employee responsible for liaising with Box-it North Midlands.

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If you are unhappy with the response provided or with the handling of your request, you can ask for an internal review by email: informationrights@nottinghamcity.gov.uk or writing to the **Information Governance Specialist, Freedom of Information Team, Legal & Governance, 2nd Floor, Loxley House, Station Street, Nottingham, NG2 3NG** by stating the reasons for your dissatisfaction. Your request for an internal review should be made to the council within forty working days of the date of this letter. Please quote reference IG-11113 in all communications.

If you remain unhappy after receiving the response to your initial complaint you can request an independent review from the Information Commissioner's Office at **FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF**. You may also contact the Information Commissioner's Office by telephone on 01625 545745 or by email at mail@ico.gsi.gov.uk.

Yours sincerely

Freedom of Information Team
Legal & Governance
Nottingham City Council