

Rassi Sahota
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Date: 20 December 2018
Our ref: FOI/18-12-26
Your ref:

Dear Sir / Madam

Freedom of Information Act 2000
Your Request for Information relating to IT asset disposal

Thank you for your request for information concerning the above.

The Council does hold some of the information and our response is detailed below:

1. Please provide the name of your Information Governance Manager/Data Protection Officer.

Response: Rhiannon Hood, Data Protection Officer

2. Who is responsible for the data protection policy in your organisation?

Response: This is a corporate responsibility overseen by the SIRO and Chief Officer Group

3. Is the person in charge of the Data Protection Policy and Information Governance Manager aware of the Information Commission Guidance Notes for IT asset disposal?

Responsibility: Yes – in the organisational context the relevant teams are the Data Protection and Information Security teams.

4. Do you currently have an IT asset disposal policy?

Response: Yes

5. Do you use any specialist third parties for IT Asset Disposal (including data erasure and destruction services) for all or part of the process?

Response: Yes

6. What is the name of these third party partner/s used for asset disposal?

Response: PRM Green

7. Do you have a contract in place with these company/s for asset disposal?

Response: No, the contract has now expired and we have started the process of procuring a replacement

8. When did you last audit the companies that are contracted with IT Asset Disposal?

Response: We do not hold the information requested.

9. Do you use an ADISA approved asset disposal organisation?

Response: No

10. Are you using CPA approved software for your data erasure?

Response: Yes

I hope this is satisfactory. If, however, you remain dissatisfied with our response to your request for information, you may request a further review *within 40 calendar days of the date of this response*. FOI reviews are removed from the Directorate and coordinated by the Information Governance Team. A request for further review should be addressed to the Information Governance Team, Commercial and Corporate Services, PO Box 100, Civic Centre, Sunderland, SR2 7DN.

If this fails to resolve your concerns then you have the right to apply to the Information Commissioner for a decision.

Yours faithfully

Liz St Louis
Head of Customer Service, Intelligence & ICT