



South Tyneside Council

Date: 14th December 2018
Our Ref: FOI 18 20428

Rassi Sahota
request-538241-f27f8138@whatdotheyknow.com

Dear Sir or Madam

Freedom of Information Request

I refer to your Freedom of Information Request received on the 10th December 2018

Your request asked for the following information:

Your Request

Could you please provide answers to these questions regarding IT asset disposal.

1. Please provide the name of your Information Governance Manager/Data Protection Officer.
2. Who is responsible for the data protection policy in your organisation?
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?
4. Do you currently have an IT asset disposal policy?
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?
6. What is the name of these third party partner/s used for asset disposal?
7. Do you have a contract in place with these company/s for asset disposal?
8. When did you last audit the companies that are contracted with IT Asset Disposal?
9. Do you use an ADISA approved asset disposal organisation?
10. Are you using CPA approved software for your data erasure?

Council's Response

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

Rachel Davison is the Performance and Information Manager and she has responsibility for Information Governance

Mike Conlon is the Data Protection Officer

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

The Performance and Information Manager

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?

Yes

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

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?

Yes

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

National Computer Recycling (NCR)

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

There is no contract in place

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

2016

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

NCR are not listed on the ADISA website. However, the software they use, BLANCCO Data Eraser is ADISA and National Cyber Security Centre (NCSC) approved

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

No. However, BLANCCO Data Erasure as used by NCR is NCSC approved

Copyright Procedure

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Internal Review Procedure

If you are dissatisfied with the handling of this enquiry you can invoke the Council's internal review procedures to ask for an independent review of your request. All such requests must be sent to us within 4 weeks and must clearly state in writing your reference number and your reasons for your request for internal review.

The Information Governance Team can be contacted at the following address:
Information Governance Team, Town Hall and Civic Buildings, Westoe Road, South Shields, Tyne and Wear, NE33 2RL.

Information Commissioner's Office (ICO)

Should you remain dissatisfied with the final outcome of the internal review process you can write to the Information Commissioner to ask for an independent review. The Information Commissioner is the Government's Independent Body responsible for overseeing the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations 2004.

Please do note the ICO will only review cases that have exhausted the Council's internal review procedures. All correspondence to the ICO must quote the Council's reference number and your reasons for your appeal.

The ICO's contact details are as follows: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF. More information can be found on the ICO's website at www.ico.org.uk

If you have any further queries about this matter then please do not hesitate to contact us.

Yours sincerely

Neil Purvis
Performance and Information Coordinator
Information Governance

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