

Email address: request-406166-
b58a1e62@whatdotheyknow.com

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|------------------|---|
| Our reference: | BF183-1718 |
| E-mail: | dataprotection@baberghmidsuffolk.gov.uk |
| Please reply to: | Data Protection |
| Telephone: | 0300 1234000 |

6 June 2017

Dear Sir,

I am writing to confirm that the Authority has now completed its search for the information which you requested.

You asked:

- 1) The total amount of reams of paper used by the authority in the last 12 months
- 2) The amount of expenditure on printing, photocopying, and consumables for internal purposes. We are not interested in the amount of expenditure for printing of publications for external use.
- 3) The amount of recycling of paper from your offices.
- 4) Does the local authority have a target to reduce the use of paper - if so what is the current progress?
- 5) Does the local authority have a target to reduce their carbon footprint - if so what is the current progress?

Our response:

- 1) Orders were placed for 5891 reams of paper over both BDC & MSDC

- 2) 2016/17 full year

| £ | Babergh | Mid Suffolk | Total |
|--------------|------------------|------------------|------------------|
| MFD Paper | 6,980.46 | 5,597.50 | 12,577.96 |
| MFD Printers | 30,244.64 | 30,243.91 | 60,488.55 |
| Total | 37,225.10 | 35,841.41 | 73,066.51 |

- 3) We can estimate between 10-12 tonnes per annum for MSDC and similar for BDC. It should be noted that this is all paper waste, not just confidential.

- 4) We do not have a target to reduce the use of paper. However due to the move of offices and space constraints at the new location we have decided to go as paperless as possible.

- 5) We do not have a carbon reduction target.

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If you have any queries about this letter, please contact data protection. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write in the first instance to the data protection team at the above email address.

If you wish to request a review of our decision in respect of your request, please contact the data protection team. A review will be carried out by two Heads of Service of Babergh and Mid Suffolk District Councils.

If you are unhappy with the service you have received you may wish to use the councils' complaint procedure, details of which are on the websites www.babergh.gov.uk and www.midsuffolk.gov.uk.

If you are not content with the outcome of your review you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review procedure provided by the Authority. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or www.ico.org.uk.

Yours sincerely,

Data Protection Team