

17th August 2017

Mr R Ell

request-413069-041ffe06@whatdotheyknow.com

Dear Mr R Ell

Freedom of Information Request – Reference No:20171110

REQUEST

Please could you provide the following information with regards to your current printing expenditure :

- 1. Current contract details?**
 - a. Photocopiers/MFD?s*
 - b. Printers*
 - c. Print room / reprographics*
- 2. Companies awarded?**
 - a. Photocopiers/MFDs*
 - b. Printers*
 - c. Print room / reprographics*
- 3. Length of contract/s and end dates?**
 - a. Photocopiers/MFDs*
 - b. Printers*
 - c. Print room / reprographics*
- 4. Number of devices?**
 - a. Photocopiers/MFDs*
 - b. Printers*
 - c. Print room / reprographics*
- 5. Annual print/copy volume**
 - a. Photocopiers/MFDs*
 - b. Printers*
 - c. Print room / reprographics*
- 6. Annual spend?**
 - a. Photocopiers/MFDs*
 - b. Printers*
 - c. Print room / reprographics*
- 7. Details on how these were procured. i.e. By Framework**
 - a. Procurement method*
 - b. If Framework, please state which one*
- 8. Do you have any print management software? If so, which software?**
- 9. Do they supply you with any scanning software (additional to the software native to the device)?**
- 10. What Document Management solution/s do you currently use within your organization?**
- 11. What PDF software do you pay for? And how many licenses do you**

pay for (an average per annum would be a good number here please)?
12. Who is the person within your organization responsible for the MFDs and the contract, what is their title, and their email address please?

RESPONSE

Section 17 of the Freedom of Information Act 2000 requires South Yorkshire Police, when refusing to provide such information (because the information is exempt), to provide you the applicant with a notice which:

- a. states that fact,
- b. specifies the exemption in question and
- c. states (if that would not otherwise be apparent) why the exemption applies.

The following exemption applies to the disclosure of the information:

Section 12 – Exemption where cost of compliance exceeds appropriate limit

I contacted South Yorkshire Police Information Technology Department They advised in regards to Annual Print/Copy Volume and Spend (Q5&6) they are:

Unable to provide within reasonable resource costs.

We do not have access to softcopy data to provide this information. To collate it would require manual collation of volumes for each device x 4 quarterly billing periods from pdf invoices.

The devices are spread over the entire force estate so therefore to answer this element of your request would require visiting each location to retrieve the information, which would exceed the 18hr rule.

The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 provide that the cost limit for non-central government public authorities is £450. This must be calculated at the rate of £25 per hour, providing an effective time limit of 18 hours.

Guidance from the Information Commissioner to public authorities is that where one part of a request is reasonably estimated to exceed the appropriate limit then the authority is not obliged to consider or comply with the remainder of the request up to the point at which the appropriate limit has been reached. Please note point 30 of the below link:-

https://ico.org.uk/media/for-organisations/documents/1199/costs_of_compliance_exceeds_appropriate_limit.pdf

Although excess cost removes the force's obligations under the Freedom of Information Act, as a gesture of goodwill, I have supplied information, relative to your request, retrieved or available before it was realised that the fees limit would be exceeded. I trust this is helpful, but it does not affect our legal right to rely on the fees regulations for the remainder of your request neither does it bind South Yorkshire Police to any commitment that it will release information in such a manner in the future .

I contacted South Yorkshire Police Information Technology Department and our Procurement department for assistance with your request. They were able to supply the following information before it was realised this request would trigger a Section 12 response:

1. *Current contract details?* [See below](#)
2. *Companies awarded?*
 - a. *Photocopiers/MFDs* [Konica Minolta](#)
 - b. *Printers* [N/A](#)
 - c. *Print room / reprographics* [N/A](#)
3. *Length of contract/s and end dates?*
 - a. *Photocopiers/MFDs* [March 2018](#)
 - b. *Printers*
 - c. *Print room / reprographics*
8. *Do you have any print management software? If so, which software?* [Only native MS Office.](#)
9. *Do they supply you with any scanning software (additional to the software native to the device)?* [No.](#)
10. *What Document Management solution/s do you currently use within your organization?* [Sharepoint.](#)
11. *What PDF software do you pay for? [Adobe Acrobat Pro](#) And how many licenses do you pay for (an average per annum would be a good number here please)? [Adobe Acrobat Pro is available as a PICT enterprise deal \(unlimited licences\) Adobe Acrobat Pro £6476 pa \(paid to PICT\).](#) Note –this is a joint figure for Humberside and South Yorkshire Police.*
12. *Who is the person within your organization responsible for the MFDs and the contract, what is their title, and their email address please?* [Rachel Lunn, Senior Category Manager, \[rachel.lunn@southyorks.pnn.police.uk\]\(mailto:rachel.lunn@southyorks.pnn.police.uk\)](#)

I have included the below link you may find useful for your research:

<https://www.bluelight.gov.uk>

If you are unhappy with the way your request for information has been handled, you can request a review by following the advice contained in the separate notice enclosed with this correspondence:

If you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire, SK9 5AF.
Telephone: 08456 306060 or 01625 545745
Website: www.ico.gov.uk

Yours sincerely

Louise Holmes
Information Compliance Clerk
South Yorkshire Police
Information Compliance Unit
Professional Standards Department
Unit 20 Sheffield 35A Business Park
Churchill Way
Sheffield
S35 2PY

Please note that police forces in the United Kingdom are routinely required to provide information and statistics to government bodies and the recording criteria is set nationally. However, the systems used for recording these figures are not generic, nor are the procedures used locally in capturing the data. It should be noted that for these reasons this forces response to your questions should not be used for the comparison purposes with any other response you may receive.

South Yorkshire Police provides you the right to request a re-examination of your case under its review procedure (copy enclosed). If you decide to request such a review and having followed the Constabulary's full process you are still dissatisfied, then you have the right to direct your comments to the Information Commissioner who will give it consideration.

The South Yorkshire Police in complying with their statutory duty under sections 1 and 11 of the Freedom of Information Act 2000 to release the enclosed information will not breach the Copyright, Designs and Patents Act 1988. However, the rights of the copyright owner of the enclosed information will continue to be protected by law. Applications for the copyright owner's written permission to reproduce any part of the attached information should be addressed to The Force Solicitor, South Yorkshire Police, Police Headquarters, 5 Carbrook Hall Road, Sheffield, S9 2EG

Appeal Process for Freedom of Information

Using this process will not affect your right to appeal directly to the Information Commissioner. However, it will usually be quicker if matters can be resolved locally using this process.

Who can appeal?

Anyone who has requested information from the Force in writing can appeal within 20 working days from the date of the response provided. If you have requested information and you are not satisfied with the way we have dealt with your request, you can use the appeal process to have it looked at again. If someone who requested information would like to appeal but cannot do so themselves you can appeal on their behalf, but it will help us if you make it clear that you are doing so.

What can I appeal about?

You can appeal about the range, amount and format of information we have sent following a request. You can also appeal about the way a request was handled – for example, the time it took to respond, or the way letters were worded.

How do I appeal?

You can appeal by writing, emailing or faxing your appeal/complaint to the address below. To deal with your appeal as quickly as possible, it will help if you can give us as much information as you can about the request made, such as the reference number, and the reason for your appeal/ complaint.

What happens to my appeal?

Once we have enough details to identify the request you are concerned about, a qualified person, other than the initial decision maker, will deal with the internal review.

How long does it take?

Whatever their conclusion, you will be informed of the result as soon as possible, and in any case within 20 days of submitting your appeal.

If you are still not satisfied, you may then appeal to the Information Commissioner.

Appeal Address

**Information Compliance Unit South Yorkshire Police Professional Standards
Department Unit 20 Sheffield 35A Business Park Churchill Way Sheffield S35 2PY**

Email foi@southyorks.pnn.police.uk