



11 June 2018

Information Rights & Compliance Team
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Our Ref: FOI 2917

Thank you for your request concerning the software used to record salary overpayments and repayments.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

Questions:

Please provide me with the following information:

1. Organisation Name
2. Name of Computer Software used to record Salary Overpayments and repayments
3. Are names of people stored in the software?
4. Is the amount of the Salary Overpayment stored in the software?
5. Does the software have an audit trail automatically recording the logon name of the user and the records added, accessed and changed by each user, including the data before the change and the data after the change?
6. Does the audit trail include the date and time of any additions / changes to data as well as when data was accessed?
7. Software Provider (Company Name)
8. Annual Cost (£) of Software
9. License Expiry Date
10. Name of the Organisation Responsible for Recording Salary Overpayments if you use another organisation (e.g. a CSU)
11. Name of Manager Responsible for Recording Salary Overpayments
12. Email address of Manager Responsible for Recording Salary Overpayments
13. Telephone Number of Manager Responsible for Recording Salary Overpayments
14. Name of Data Protection Officer
15. Email Address of Data Protection Officer
16. Telephone Number of Data Protection Officer

Answer:

Please see attached spreadsheet as requested.

Questions

17. Name of Chief Executive
18. Email Address of Chief Executive
19. Telephone Number of Chief Executive
20. Name of Finance Director
21. Email Address of Finance Director
22. Telephone Number of Finance Director

The information you are requesting in questions 18 to 23 is already in the public domain¹. Please follow this [link](#) to our public website.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

Sue Smith
Information Rights Officer

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).



¹ Section 21 – Information available through other means has been applied