



22 December 2017

Information Rights & Compliance Team
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AL3 5TL

Tel: 01727 804954
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Our Ref: FOI 2792

Thank you for your request concerning scanners.

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

1. How many employees do you currently have?

Please follow this [link](#) to our Annual Accounts where you can find information regarding staff numbers on page 51¹.

2. How many scanners (not multifunctional devices) do you currently have to scan paper based documents?

The vast majority of our scanning is performed with the numerous multifunctional devices (MFD) we lease.

We are aware of a small number of scanners used in remote areas but we do not hold a central record of them².

3. Which brand do you use (i.e. Brother, Canon, Fujitsu, Kodak Alaris etc)?

Please see the answer to question 2.

4. Which scanner model do you mainly use?

Please see the answer to question 2.

5. Who supplies these scanners?

Please see the answer to question 2.

6. Do you have a contract for these scanners?

No, we do not have a contract for these scanners.

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

² Section 1(1) Any person making a request for information to a public authority is entitled

(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and
(b) if that is the case, to have that information communicated to him.

7. If so, when does this expire?

Not applicable.

8. What Document Management system(s) do you use?

We do not use a document management system.

9. What Electronic Patient Record (EPR)/Electronic Healthcare Record (EHR) do you currently use?

Patient's notes are currently entered on Paris, PCMIS and Bomic.

10. What is the name, job title, and email address of the person responsible for your scanner fleet?

Not applicable, we do not have a scanner fleet.

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](#).

