



3 October 2018

Information Rights & Compliance Team
99 Waverley Road
St Albans
Hertfordshire
AL3 5TL

Tel: 01727 804954
Email: Hpkt.foi@nhs.net

Our Ref: FOI 03048

Thank you for your request concerning ID cards and accessories.

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

1. Contact details (name, department, telephone and email address) for the person responsible for the purchasing decision for these cards.

Purchasing authority for these items is split across a number of teams and functions – it is not possible to allocate overall responsibility to one individual.

Please note: The Trust follows the government’s procurement guidelines and therefore does not accept cold callers.

2. Full description, frequency and quantities ordered of Door Access Cards/Fobs.

Description	Frequency	Quantities Purchased	Purchasing Period
Security Access Fobs	As and When Required	2	May 2017 to Sept 2018
Door Fob		30	Sept 2017 to Sept 2018
Key Fobs Paxton Proximity Cards		250	Jun 2017 to Sept 2018
Cards		60	Jun 2017 to Sept 2018

3. Full description, frequency and quantities ordered of ID Card Printer Ribbons for personalising the ID/Access Cards.

Description	Frequency	Quantities	Purchasing Period
Printer Ribbons	As and When Required	30	May 2017 to Sept 2018

4. Full description, frequency and quantities ordered of Card Display/Wearing Accessories

Description	Frequency	Quantities	Purchasing Period
NHS Lanyards	As and When Required	4175	April 2017 to Sept 2018
Card Holder		600	May 2017 to Sept 2018
Strap Clip		800	May 2017 to Sept 2018
Multi Colour Lanyards		150	Aug 2017
Paxton Proximity Cards		70	Aug 2017 to Sept 2017
Net 2 Proximity Clamshell Cards		20	Sept 2017
Fotodek Cards		2500	Sept 2017 to Sept 2018

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](#).

