



14 June 2019

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

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

Our Ref: FOI 3196

Thank you for your request concerning our PC Software Licenses.

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

1. What is the current number of staff who use a PC or a laptop within your organisation?

All of our staff either use a desktop or laptop. Please follow this [link](#) to our annual report for staff numbers¹.

2. Which Microsoft products (server and desktop) are you currently licensed to use?

Windows, SQL, Project, Visio, Office, SCCM, Core CAL

3. What is your annual IT spend on Microsoft licences?

Based on the number of users our spend is £317k.

4. Has your organisation moved, or is it planning to move, to the Cloud in the next 12 months?

No

5. Are you due to undertake a review of your Microsoft software licensing estate in the next 12 months?

No

6. What is the name and contact details of the decision maker for IT spend in your organisation?

Our Deputy Chief Executive and Director of Finance is currently responsible for IT decision making. Please follow this [link](#) to our public website for more information on Keith.

7. What is the name and contact details for the person responsible for the renewal of Microsoft licences?

Our Head of IM&T, John Bennett is responsible for the renewal of the Microsoft licenses. John can be contacted on 01727 804700 or hpft.informationrights@nhs.net

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

8. What is your current process for the procurement of Microsoft software licences?

Anything not subject to the current Enterprise Agreement will be procured in accordance with the Trust's Standing Financial Instructions

9. What is the end date of your current Microsoft Enterprise Agreement or Enterprise Subscription Agreement?

30 June 2021

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](#).

