

12 November 2021

Information Rights & Compliance Team
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Our Ref: FOI/04000

Thank you for your request concerning Document Processes And Software.

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

1. Do you currently use any form of electronic signing tool?

No.

2. If yes, who is your current provider? When does the contract expire? How much does it cost per year? How many licences (users or transactions) do you have?

Not applicable.

3. How many documents do you send for signature / approval annually? What % are printed?

Not applicable.

4. Are your signing processes primarily paper-based?

Not applicable.

5. What is your current annual spend on paper, postage and document storage?

	2020/21 Expenditure
Paper	14,869.69
Postage	126,139.62
Document Storage	This information is already in the public domain. Please follow this link to a previously published response ¹ .

6. Do you currently have any active projects or initiatives aimed at reducing the amount of paper-based processes?

Yes

7. If so, who is leading it?

The Trust's Digital Strategy is being led by our Chief Information Officer and the Information Management and Technology Department.

8. How much employee time is it taking to create, send, chase and store documents that require signature?

Not applicable.

9. How many employees do you have?

This information is already in the public domain¹. Please follow this [link](#) to our annual reports¹.

10. What percentage of employees work remotely?

This is not recorded information².

11. Can you provide names and contact details for the following people within your organisation?

1. CIO / IT Director
2. Head of IT
3. Head of Digital Transformation
4. Head of Housing Operations
5. Head of Legal
6. Head of HR
7. Head of Legal Services

The information you are requesting is available through our public website under [Board of Directors](#). Alternatively all our management contact details can be obtained through [Binley's Database of NHS Management](#)¹.

12. Do you currently use any of the following Microsoft applications?

1. O365
2. SharePoint
3. Teams
4. Dynamics
5. Power Automate

Yes we do.

13. Do you use any Adobe products? If yes, which ones?

Adobe Acrobat Reader
Adobe Acrobat 2017

¹ Section 21 – Information is available through other means

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.

14. What primary software systems do you use? (Deployed Systems, Product Name, Vendor, Version, Contract end date & Number of licenses)

1.	Human Resources	This information is already in the public domain. Please follow this link . (FOI 2758)
2.	Patient related	This information is already in the public domain. Please follow this link . (FOI 3439)
3.	Legal Services	Not applicable.
4.	Email and Collaboration	@nhs.net

15. Do you have a Senior Information Risk Officer (SIRO) and Caldicott Guardian? If so, can you please share their contact name, email and phone number.

This information is already in the public domain¹. Please follow the above link to our Board of Directors.

16. Understanding that every member of the NHS has to be GDPR compliant, what is the current approval - signature process?

The Trust has a number of approval pathways, tailored for different processes. This includes in-platform workflows, wet signatures, and email approval.

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](#).

