Freedom of Information

Liverpool School of Tropical Medicine

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UK

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Reference LSTM/FOI/14-015

11th November 2014

Dear Requestor,

Many thanks for your request received on 10th November 2014 regarding *Disposal of IT equipment*. Please find below the response to your enquiry.

**Question 1**: Which IT disposal company does the organisation currently use to dispose of redundant IT equipment?

**Response: Computer Disposals Ltd**
Technology Building
Bentleys Farm Lane
Higher Whitley
Warrington
Cheshire

**Question 2**: How do you advertise upcoming contracts?

Response: Not in contract

**Question 3**: How long is the IT disposal contract for and when does it expire?

Response: Not in contract

**Question 4**: Who is the best contact to speak to responsible for IT disposal and WEEE recycling in the organisation?

Response: Facilities Manager

**Question 5**: What is important to the organisation when choosing an IT disposal supplier?

Response: public sector organization so qualify for a free IT disposal service from any mainland UK location. Agreement covers for ALL IT related equipment, irrespective of age or specification. Service includes transport, processing, data erase and certification of all hard drives, recycling, production of asset report and WEEE documentation.

* Investors in People
* ISO 9001, ISO 14001 and ISO 27001 accredited

**Question 6**: What type of security accreditations does the organisation take into consideration when choosing an IT disposal supplier?

Response:

* ICER member (Industry Council for Electronic Equipment Recycling)
* ADISA accredited (Asset Disposal & Information Security Alliance)

**Question 7**: How often does the organisation dispose of redundant IT equipment?

Response: Ad hoc, usually one collection per 2-3 month

**Question 8**: How many sites does the organisation require collections from?

Response: one

**Question 9**: On average how much equipment is collected on a normal collection?

Response: Between 20-30 units plus peripherals

**Question 10**: What type of documentation does the organisation require back for auditing purposes?

Response:

* All hard drives erased to Infosec Enhanced Standard 5 (3 overwrites plus verification pass) with individual hard drive certification
* Comprehensive asset report detailing each item of equipment

**Question 11**: Do you receive a financial return from your current IT disposal partner?

Response: No

**Question 12**: Do you require onsite data destruction services?

Response: No

**Question 13**: How many IT users do you have in your estate?

Response: 450

**Question 14**: Do you have any current or upcoming projects that'll result in redundant IT equipment?

Response: Already ongoing

Should you be dissatisfied with our response, please contact us within a reasonable time (within 2 months of this response) to library@lstmed.ac.uk.

If you remain dissatisfied, you may appeal this decision to the Information Commissioner. The contact details for the Information Commissioner are Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or via the website www.ico.gov.uk.

Should you require any further information or assistance in this matter, please don’t hesitate to contact me at the above address.

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Yours Sincerely,

Julia Martin

Head of Information Services