

Jaclyn MacLeod

19<sup>th</sup> November 2014

Dear Jaclyn MacLeod

Thank you for your request for information dated 11<sup>th</sup> November 2014 and received on 11<sup>th</sup> November 2014 concerning IT services.

This request is being handled under the Freedom of Information Act 2000.

Please find the requested information requested:

1. Which IT disposal company does the organisation currently use to dispose of redundant IT equipment? WasteCare
2. How long is the IT disposal contract for and when does it expire? The College does not have a contract for such services.
3. Who is the best contact to speak to responsible for IT disposal and WEEE recycling in the organisation? Richard Lee IT Services Manager.
4. What is important to the organisation when choosing an IT disposal supplier? Safe and ethical disposal.
5. What type of security accreditations does the organisation take into consideration when choosing an IT disposal supplier? Products used to erase HDD
6. How often does the organisation dispose of redundant IT equipment? Very rarely as all new equipment is leased.
7. How many sites does the organisation require collections from? Three
8. On average how much equipment is collected on a normal collection? Very little due to leasing arrangements.
9. What type of documentation does the organisation require back for auditing purposes? Destruction certificate.
10. Do you receive a financial return from your current IT disposal partner? No.
11. Do you require onsite data destruction services? No
12. How many client devices is your IT estate made up of? 1,600.
13. Do you have any current or upcoming projects that'll result in redundant IT equipment? No

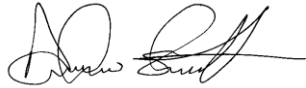
If you are unhappy with the way your request for information has been handled, you can request a review by writing to:

Andrew Stowell  
Head of Learner Services and Marketing  
Northbrook College  
Broadwater Road  
Worthing West Sussex  
BN14 8HJ

If you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office, Wycliffe House, Water Lane,  
Wilmslow, Cheshire, SK9 5AF.  
Telephone: 08456 30 60 60 or 01625 54 57 45 Website: [www.ico.gov.uk](http://www.ico.gov.uk)  
There is no charge for making an appeal.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Stowell', written in a cursive style.

Andrew Stowell  
Head of Learner Services and Marketing