

**Information Governance**

White Building  
Littlemore Mental Health Centre  
Sandford Road  
Littlemore  
Oxford  
OX4 4XN

Tel: 0845 219 1269

Fax: 0845 219 1275

Web: [www.oxfordhealth.nhs.uk](http://www.oxfordhealth.nhs.uk)

24 April 2018

Reference no. 18190009

Dear

**Request for Information: Freedom of Information Act**

Thank you for your email of 6 April making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

Request and Response:

- How many employees do you currently have? Circa 6000
- How many scanners (not multifunctional devices) do you currently have to scan paper based documents? None
- Which brand do you use (i.e. Brother, Canon, Fujitsu, Kodak Alaris etc)? NA
- Which scanner model do you mainly use? NA
- Who supplies these scanners? NA
- Do you have a contract for these scanners? NA
- If so, when does this expire? NA
- What Document Management system(s) do you use? Equitrac
- What Electronic Patient Record (EPR)/Electronic Healthcare Record (EHR) do you currently use? Carenotes
- What is the name, job title, and email address of the person responsible for your scanner fleet? Victoria Spear, IM&T Procurement, Contracts and Telecoms Manager, [Victoria.spear@oxfordhealth.nhs.uk](mailto:Victoria.spear@oxfordhealth.nhs.uk)

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FoI Act matters.

The ICO can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance