

FOI REF: 22/569

21<sup>st</sup> October 2022

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Tel: 0300 131 4500  
Website: [www.esht.nhs.uk](http://www.esht.nhs.uk)

## FREEDOM OF INFORMATION ACT

I am responding to your request for information under the Freedom of Information Act. The answers to your specific questions are as follows:

**1. Does the Trust have a dedicated on-site scanning team for paper records?**

East Sussex NHS Healthcare Trust (ESHT) only prepare the patient health records for scanning which are then sent to an outsourced Provider.

**a. If so, how many FTE are within the team?**

Not applicable.

**b. What volumes are the team scanning on a daily/weekly/monthly/annual basis?**

Not applicable.

**c. Are the team scanning legacy records or day forward, or both?**

Both legacy and day forward are sent for scanning.

**d. What hardware & software is used by the team?**

Not applicable.

**e. Is the hardware leased, rented or was it purchased outright?**

Not applicable.

**f. Who is responsible within the Trust for the procurement of hardware and software? Please supply contact details.**

Michael Say  
Deputy Head of Procurement  
[michael.say@nhs.net](mailto:michael.say@nhs.net)

**2. If the Trust does not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?**

Yes.

**a. If so, who is this contract with?**

Hugh Symons.

**b. What is the value of the contract?**

The information you have requested is exempt under section 41 of the Freedom of Information Act 2000. This is because the information would originally have been provided in confidence. Information is exempt information if –

- (a) it was obtained by the public authority from any other person (including another public authority), and,
- (b) the disclosure of the information to the public (otherwise than under this Act) by the public authority holding it would constitute a breach of confidence actionable by that or any other person.

Whilst the Trust holds the information requested, it is also applying a Section 43(2) exemption in relation to this part of the request as the release of the information is likely to prejudice commercial interests of third parties. This is because release of the information could be detrimental to their competitive position in the market.

In applying the exemption consideration has been given to the public interest in enabling scrutiny of public sector decision making and the general public interest in accountability and transparency.

We have concluded that by providing the contract value would cause harm to the Trust as this would distort the market-place and therefore, result in the Trust not obtaining best value for money.

In this instance, we consider that the public interest in withholding the information is greater than the public interest in disclosing the information.

**c. When is the contract due for renewal?**

31<sup>st</sup> March 2022.

**3. Does the Trust have on-site facilities to store paper records?**

Yes.

**4. Does the Trust have contract(s) for off-site storage?**

The Trust no longer have an off-site storage provider for patient health records – all are stored on site.

a. **If so, who is the contract with?**

Not applicable.

b. **Does the contract include scan on demand or digitising services?**

Not applicable.

c. **If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?**

Not applicable.

d. **What is the annual cost for outsourced scanning – either on-demand or scheduled?**

Not applicable.

5. **Are there departments within the Trust that scan their own documents locally?**

Emergency Department (ED/A&E).

a. **If so, what hardware and software is used to manage this?**

Canon image Formula DR-G1100 Scanner, 'Therefore' software.

b. **Are volumes captured? If so, what are they?**

Approximately 300/400 individual pieces per day.

c. **What types of documents are scanned?**

All paper documents e.g., Patient documentation from Cascards, Patient IPDs, Stroke IPDs, ECGs, bladder scans, etc.

6. **Who in the Trust is responsible for records / document management programmes/systems? Please provide contact details**

David Garrett  
Divisional Director of Operations  
Core Services Division  
Email: [dgarrett@nhs.net](mailto:dgarrett@nhs.net)

7. **Who in the Trust manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details**

Michael Say  
Deputy Head of Procurement  
Email: [michael.say@nhs.net](mailto:michael.say@nhs.net)

If I can be of any further assistance, please do not hesitate to contact me.

Should you be dissatisfied with the Trust's response to your request, you have the right to request an internal review. Please write to the Freedom of Information Department ([esh-tr.foi@nhs.net](mailto:esh-tr.foi@nhs.net)), quoting the above reference, within 40 working days. The Trust is not obliged to accept an internal review after this date.

Should you still be dissatisfied with your FOI request, you have the right of complaint to the Information Commissioner at the following address:

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

Telephone: 0303 123 1113

Yours sincerely

Linda Thornhill (Mrs)  
Corporate Governance Manager  
[esh-tr.foi@nhs.net](mailto:esh-tr.foi@nhs.net)