

Freedom of Information Request

Reference Number: [EPUT.FOI.22.2629](#)
Date Received: [02.09.2022](#)

Information Requested:

I am writing to request information under the Freedom of Information Act 2000. I would be grateful if you could send me answers to questions below. It is likely your Post Room will be able to help with most of this request.

1. How many letters are received by the trust on an annual basis?
[Essex Partnership University NHS Foundation Trust there is no central post room as each service manages their own post.](#)
2. Does your print and post room currently scan and distribute inbound communications (i.e., physical letters received by the trust)?
[Essex Partnership University NHS Foundation Trust there is no central post room as each service manages their own post.](#)
3. What make of Scanner do you use?
Kodak [Yes](#)
Fujitsu [Yes](#)
MFD – Copier [Yes](#)
Other (please specify); [HP](#)
4. Do you have scanning software or extraction software linked to your scanner to help identify and categorise your inbound communications?
[No](#)
5. If yes, who supplies your service
How many images do you validate?
What is the cost of each image communication
[N/A](#)
6. Do you currently use an outsourced scanning service?
If yes, who supplies you with your scanning service?
How many images do you send to the supplier a year?
What is the cost of each image / page communication?
[No](#)
6. What volume of your current inbound post is scanned and sent digitally throughout your organisation?
[Please see response to Q1](#)
7. 8. Who has responsibility for digital transformation in your organisation?
[The Trust believes that this information is publicly available on the https://eput.nhs.uk/media/javmirui/eput-foi-22-2459-response.pdf website and](https://eput.nhs.uk/media/javmirui/eput-foi-22-2459-response.pdf)

therefore is applying a Section 21 exemption of the Act (Information accessible to applicant by other means):

8. 9. Who is responsible for your post room (i.e., who is your post room manager)?
The Trust believes that this information is publicly available on the <https://eput.nhs.uk/media/javmirui/eput-foi-22-2459-response.pdf> website and therefore is applying a Section 21 exemption of the Act (Information accessible to applicant by other means):
9. 10. Who is the Director of IT in your organisation?
The Trust believes that this information is publicly available on the <https://eput.nhs.uk/media/javmirui/eput-foi-22-2459-response.pdf> website and therefore is applying a Section 21 exemption of the Act (Information accessible to applicant by other means):
10. 11. Who is the procurement manager responsible for print and post solutions in your organisation?
The Trust believes that this information is publicly available on the <https://eput.nhs.uk/media/javmirui/eput-foi-22-2459-response.pdf> website and therefore is applying a Section 21 exemption of the Act (Information accessible to applicant by other means):

Section 21: Information accessible to applicant by other means.

(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

(2) For the purposes of subsection (1)—

(a) information may be reasonably accessible to the applicant even though it is accessible only on payment, and

(b) information is to be taken to be reasonably accessible to the applicant if it is information which the public authority or any other person is obliged by or under any enactment to communicate (otherwise than by making the information available for inspection) to members of the public on request, whether free of charge or on payment.

(3) For the purposes of subsection (1), information which is held by a public authority and does not fall within subsection (2)(b) is not to be regarded as reasonably accessible to the applicant merely because the information is available from the public authority itself on request, unless the information is made available in accordance with the authority's publication scheme and any payment required is specified in, or determined in accordance with, the scheme.

Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link

<https://eput.nhs.uk>