

**Freedom of Information Act 2000 - Request Reference FoI/22/457**

**Scanning**

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

Cardiff and Vale University Health Board (the UHB) has a team which is dedicated to scanning a significant proportion of paper records but not all papers records.

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

Approx. 12 WTE.

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

circa 4,000 records per week

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

Both

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

One high volume scanner and three smaller volume scanners, with specific EDRM software which links to the UHBs clinical portal

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

Purchased outright

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

The relevant Business Manager or Buyer depending on department.

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

No

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

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

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

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

Yes

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

Yes

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

The Maltings Document Storage Solutions  
Logic Document  
Restore PLC

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

No

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

No

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

After considering your request, Cardiff and Vale University Health Board (the UHB) considers this information to be exempt from disclosure under the Freedom of Information Act 2000 (Section 43) Commercial Interests. This section of the Act sets out an exemption from the right to know if:

- the information requested is a trade secret, or
- release of the information is likely to prejudice the commercial interests of any person. (A person may be an individual, a company, the public authority itself or any other legal entity).

This exemption was considered by the UHB when deciding whether to disclose information because it considered that in doing so there could be a significant risk in prejudicing the commercial interests of both Cardiff University and the UHB. As this is a qualified exemption, the UHB is required to complete a public interest test in deciding whether it is in the public's interest to withhold or disclose the information.

**In favour of disclosure:** There is a public interest in transparency and in the accountability of spending of public funds. Furthermore, it is in the public's interest that public funds be used effectively and that public sector bodies obtain the best value for money when contracting for the provision of services.

**Against disclosure:** It has been established that releasing the information sought under the Freedom of Information Act, to which the UHB is subject, will give an unfair advantage to the supplier's competitors. There is a risk of disclosure prejudicing the commercial interests of the UHB by affecting its bargaining position with suppliers. This in turn could lead to less effective use of public funds in future. The UHB

believes that there is wider established public interest in suppliers not being prejudiced merely because they have contracted with a public sector body (as upheld in ICO decision notice FS50473543 ICO v Royal Marsden Hospital Trust).

**Decision:** The UHB considers that the public interest in withholding the information is greater than the interests in disclosing it and thereby giving unfair commercial advantage to competitors of the supplier to which this information concerns. The UHB believes that disclosure of information in a manner which fails to protect the interests and relationships arising in a commercial context could have the effect of discouraging companies from dealing with the Health Board because of fears that the disclosure of information could damage them commercially. In turn this could then jeopardise the Health Board's ability to compete fairly and pursue its function to bring forward development in the area and obtain value for money. It was therefore decided that it was not in the public's interest to disclose this information.

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

No

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

N/A

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

N/A

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

N/A

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

Responsibility for records and the systems on which they are stored is held by either the Information Asset Owner for the relevant department or by the relevant corporate department for all UHB-wide systems.

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

Procurement services alongside the relevant UHB service/department.