



University of East Anglia

Information Services Directorate

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[REDACTED]

04 February 2016

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_16-022)

We have now considered your request of 21 January 2016 for information relating to the University's IT equipment disposal practices. Our response is on page 2 of this letter, together with a copy of your request.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal against this response. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

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Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_16-022)

1. *Does the University currently have a contract for I.T. disposal?*

Yes. Recycling of IT equipment such as PCs and printers is covered within our Desktop and laptop managed service contract. This contract does not cover disposal of servers or other data centre equipment.

2. *If they do have a contract, which company is the contract currently placed with?*

DTP Group.

3. *If they do have a contract, when does the current contract expire?*

2018.

4. *If they do have a contract, how is it advertised to invite companies to bid or tender for the business?*

Via the University's In-Tend electronic tendering portal (<https://in-tendhost.co.uk/universityofeastanglia/asp/Home>)

5. *If they do not have a contract, what do they currently do with the redundant I.T. equipment?*

For data centre equipment only, the University arranges for an external recycler to collect and dispose of the equipment in line with WEE regulations.

6. *How many PCs, laptops, servers and flat screen monitors will the University typically dispose of during a calendar year?*

Approximate numbers are given below.

PCs	300
Laptops	100
Servers	40-50
Flat screen monitors	200

7. *Who has overall responsibility for the disposal of I.T. equipment within the University? Please supply name, telephone and email details.*

Data centre equipment:

Mr Dominic Belisario
Data Centre Manager
+44 (0) 1603 593207
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Other IT equipment:

Mr Mark Jones
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