

**Freedom of Information is located at:**  
Wye Valley NHS Trust,  
Monkmoor Court,  
31-34 Commercial Road,  
Hereford, HR1 2BG  
[freedom.information@wvt.nhs.uk](mailto:freedom.information@wvt.nhs.uk)

**INFORMATION REQUEST FOI2022/236**

20 September 2022

**Thank you for your Freedom of Information request. I have considered your request and have set out the Trust's response below:**

1.	<p><b>How many inpatients, outpatient and waiting list patients in total is your trust currently responsible for?</b></p> <p><b>Inpatients</b> = 409 current inpatients / 6,447 patients on an RTT admitted open pathway  <b>Outpatients</b> = 17,769 patients on RTT non-admitted open pathways  <b>Waiting list patients</b> = 11,191 patients waiting on RTT pathway, date and undated.</p>
2.	<p><b>How many letters are received by the trust on an annual basis?</b></p> <p>This is not something that we record, therefore there is no recorded information held to answer this under the Freedom of Information Act 2000.</p>
3.	<p><b>Does your print and post room currently scan and distribute inbound communications (i.e., physical letters received by the trust)?</b></p> <p>No</p>
4.	<p><b>What make of Scanner do you use? There is no recorded information held to answer this under the Freedom of Information Act 2000.</b></p> <p>Kodak                      Yes/No  Fujitsu                      Yes/No  MFD – Copier              Yes /No  Other (please specify) _____</p>
5.	<p><b>Do you have scanning software or extraction software linked to your scanner to help identify and categorise your inbound communications? - No</b></p> <p>If yes, who supplies your service _____  How many images do you validate? _____  What is the cost of each image communication _____</p>

6.	<p><b>Do you currently use an outsourced scanning service? - No</b></p> <p>If yes, who supplies you with your scanning service? _____</p> <p>How many images do you send to the supplier a year? _____</p> <p>What is the cost of each image / page communication? _____</p>
7.	<p><b>What volume of your current inbound post is scanned and sent digitally throughout your organisation?</b></p> <p>Total number scanned letters - <b>There is no recorded information held to answer this under the Freedom of Information Act 2000.</b></p>
8.	<p><b>Who has responsibility for digital transformation in your organisation?</b></p> <p>Name <b>Chief Finance Officer</b></p> <p>Email Address <a href="mailto:Katie.osmond@wvt.nhs.uk">Katie.osmond@wvt.nhs.uk</a></p>
9.	<p><b>Who is responsible for your post room (i.e., who is your post room manager)?</b></p> <p>Name <b>Outpatient Services Manager</b></p> <p>Email Address <a href="mailto:GeneralOffice@wvt.nhs.uk">GeneralOffice@wvt.nhs.uk</a></p>
10.	<p><b>Who is the Director of IT in your organisation?</b></p> <p>Name <b>Chief Finance Officer</b></p> <p>Email Address <a href="mailto:Katie.osmond@wvt.nhs.uk">Katie.osmond@wvt.nhs.uk</a></p>
11.	<p><b>Who is the procurement manager responsible for print and post solutions in your organisation?</b></p> <p>Name <b>*This is personally identifiable data, as defined by the Data Protection Act 2018, which cannot be released under section 40(ii) of the Freedom of Information Act 2000.</b></p> <p>Email Address <b>* This is personally identifiable data, as defined by the Data Protection Act 2018, which cannot be released under section 40(ii) of the Freedom of Information Act 2000.</b></p>

\* In accordance with the Information Commissioner's Office guidance on disclosure of data about employees, I consider the name and contact details of staff who are not at a high level of seniority to constitute their personal data, as defined by the UK General Data Protection Regulations. As such, this information is refused under Section 40(2) of the Freedom of Information Act 2000.

**Please note that a record of previous Trust FOI responses is now available to consult online by visiting:**

<https://www.wyvalley.nhs.uk/about-us/information-requests/freedom-of-information-requests.aspx>

If you have queries or any concerns my contact details are given at the top of the letter. Please remember to quote the reference number above in any future communications. If you are dissatisfied with the handling or response to your request and wish to ask for a review of this, please contact me and I will arrange this to be done.

Further information is available from the Information Commissioner's Office who can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Telephone: 0303 123 1113 Web site: [www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely,

## Freedom of Information Coordinator

### **Re-Use of Public Sector Information**

All information supplied by the Trust in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

Under the terms of the Regulations, the Trust will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however the Trust reserves the right, in certain circumstances to charge a fee for the re-use of some information which it deems to be of commercial value.

Further information can be found at [www.opsi.gov.uk](http://www.opsi.gov.uk) where a sample license terms and fees can be found with guidance on copyright and publishing notes and a Guide to Best Practice and regulated advice and case studies, at [www.opsi.gov.uk/advice/psi-regulations/index.htm](http://www.opsi.gov.uk/advice/psi-regulations/index.htm)