



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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Further to your information request FOI/EIR 21/22-227 please find your question and our response below.

Request:

Under the Freedom of Information Act, please provide me with an electronic copy of policy, procedures or guidance issued to your IT department/staff or others concerning the :

- Management of IT assets (PC's, Desktop, Laptops, Tablets, SmartPhone)
- IT Asset disposal process
- Process or Procedure for monitoring and tracking of physical IT asset inventory/stock
- Process for assigning asset numbers (equipment tracking numbers) to IT assets
- Storage of IT assets
 - Storage area
 - Inspection of equipment
 - Procedure for the intake and recording of new equipment
- Policy on the use of personal computers by Council staff
- Procedures for requests for new IT assets
- Procedures for the installation and disposal of IT equipment.
- Procedures for the redistribution/reallocation of IT Equipment to new staff
- Procedures for returning equipment from staff who have left the Council

Response:

East Cambridgeshire District Council IT department does not have policies, procedures or guidance(s) relating to the descriptions above.

This concludes your request FOI/EIR 21/22-227

If information has been refused please treat this as a Refusal Notice for the purposes of the Act.

If you disagree with our decision or are otherwise unhappy with how we have dealt with your request in the first instance you may approach foi@eastcambs.gov.uk and request a review. A request for review must be made in no more than 40 working days from the date of this email.

Should you remain dissatisfied with the outcome you have a right under s50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow SK9 5AF.