

Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department

Suite 9
Buckingham Row
Brick Kiln Lane
Wigan
WN1 1XX

Email: foi@wwl.nhs.uk

Web: www.wwl.nhs.uk

Ref: FOI/2025/11021

Date Received: 20th August 2025

Response Due: 18th September 2025

Date: 3rd September 2025

Dear Sir/Madam

With reference to your request for information received on 20th August 2025, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

1. How is content added to your eDMS? (Please delete as appropriate)

- Scanned Internally by Trust Staff
- Digital Documents Uploaded by Trust Staff
- Digital Documents Fed Through From Other Systems

2. If records are scanned internally by Trust staff, is this undertaken via a centralised scanning bureau or departmentally?

There is both centralised scanning and scanning across departments.

3. If some, or all records are scanned externally, what is the scanning service provider(s) company name(s)?

N/A.

4. What is the scanning service provider's contract expiry date?

N/A.

5. If some, or all records are scanned via an internal, centralised scanning bureau, please specify the scanning hardware manufacturer and device models that are in use (e.g. 5 Falcon Scanners by Opex Corporation 5).

Kodak-Alaris scanners are deployed in all the Scan-Suite areas, all are based on the i3000 range. Although these are more heavy duty than normal desktop scanners, they are not industrial scanners.

The specific device model is being withheld under Section 31 of the FOI Act. Please see the below.

Information regarding the specific device models is exempt under Section 31 of the FOI Act for the following reasons: The Trust like any organisation may be subject to cyber-attacks and, since it holds large amounts of sensitive, personal and confidential information, maintaining the security of this information is extremely important. Cyber-attacks, which may amount to criminal offences for example under the Computer Misuse Act 1990 or the Data Protection Act 1998, are rated as a Tier 1 threat by the UK Government.

6. If some, or all records are scanned internally at a departmental level, please confirm if desktop scanners or Multi-Function Devices (MFDs) are used. (Please delete as appropriate)

Multi-Function Devices (MFDs).

7. Please specify the scanning hardware manufacturer and device models that are in use at a departmental level.

Canon MFDs.

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If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Garry Harris
Deputy Director Digital & Chief Technology Officer

PLEASE NOTE:

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wroughton, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF
Helpline number: 0303 123 111