

London Borough of Barnet,
2 Bristol Avenue, Colindale,
London NW9 4EW
11 October 2021
Our ref: 7711940

Thank you for your request received on 11 October 2021, for the following information:

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**
 - o **Storage area**
 - o **Inspection of equipment**
 - o **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**

We have processed this request under the Freedom of Information Act 2000.

Response

I am writing to inform you that we have searched our records and the information you requested is not held by London Borough of Barnet.

Barnet has outsourced its ICT provision to Capita who provide IT equipment to the council as part of the overarching terms of that contract which is available at:

<https://open.barnet.gov.uk/dataset/customer-and-support-group-csg-contract>

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Records & Information Management Service, Assurance Group, London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.