

**Freedom of Information Request – 3910**

The movement away from paper to digital processes has been on-going for some time now. One part of a comprehensive digitisation strategy is the use of scanners to create digital versions of paper documents. Below is my freedom of information request regards your use of scanners. Not multi-functional devices, but paper document Scanners, DM systems and EPR systems. If you have any questions please feel free to email me at this address.

- **How many employees do you currently have?**  
*3153 (excl Bank Staff)*
- **How many scanners (not multifunctional devices) do you currently have to scan paper based documents?**  
*Unsure of current numbers still in use but we have ordered 49 over the last 3 calendar years.*
- **Which brand do you use (i.e. Brother, Canon, Fujitsu, Kodak Alaris etc)?**  
*Canon*
- **Which scanner model do you mainly use?**  
*LIDE 210 or LIDE 220*
- **Who supplies these scanners?**  
*Various – depending on best price*
- **Do you have a contract for these scanners?**  
*No*
- **If so, when does this expire?**  
*N/A*
- **What Document Management system(s) do you use?**  
*Civica Windip*
- **What Electronic Patient Record (EPR)/Electronic Healthcare Record (EHR) do you currently use?**  
*N/A*
- **What is the name, job title, and email address of the person responsible for your scanner fleet?**  
*N/A*

