

## Freedom of Information Act 2000 disclosure log entry

### Reference

17-18296

### Date sent

30/1/2018

### Subject

Access & ID Cards/Febs

### Details of enquiry

Please can you provide me with the following:

1. **Contact details** (name, department, telephone and email address) for the person responsible for the purchasing decision for these cards.
2. Full description, frequency and quantities ordered and of **Door Access Cards/Fobs**.
3. Full description, frequency and quantities ordered and of **ID Card Printer Ribbons** for personalising the ID/Access Cards.
4. Full description, frequency and quantities ordered and of **Card Display/Wearing Accessories**.

### Response Sent

1. **Contact details** (name, department, telephone and email address) for the person responsible for the purchasing decision for these cards.  
The Trust does not give out names of officers below director level. The director responsible for identity cards is:  
Craig de Sousa - Director of HR & Corporate Governance  
Tel 020 8938 2921, Email [cdesousa@tavi-port.nhs.uk](mailto:cdesousa@tavi-port.nhs.uk)
2. **Full description, frequency and quantities ordered and of Door Access Cards/Fobs.**  
The Trust procured a batch of ID cards in 2015 and that stock has remained sufficient up to the present day. Therefore, there is no planned ordering frequency.  
1,000 cards were procedure in 2015.
3. **Full description, frequency and quantities ordered and of ID Card Printer Ribbons for personalising the ID/Access Cards.**  
8 ribbons were procured in 2015.
4. **Full description, frequency and quantities ordered and of Card Display/Wearing Accessories.**  
1,000 lanyards were procured in 2015 with the NHS logo and appropriate break points.