

## Freedom of Information Act 2000 disclosure log entry

### Reference

18-19048

### Date sent

24/05/2018

### Subject

Payroll Software

### Details of enquiry

Please provide me with the following information:

1. Organisation Name
2. Name of Computer Software used to record Salary Overpayments and repayments
3. Are names of people stored in the software?
4. Is the amount of the Salary Overpayment stored in the software?
5. Does the software have an audit trail automatically recording the logon name of the user and the records added, accessed and changed by each user, including the data before the change and the data after the change?
6. Does the audit trail include the date and time of any additions / changes to data as well as when data was accessed?
7. Software Provider (Company Name)
8. Annual Cost (£) of Software
9. License Expiry Date
10. Name of the Organisation Responsible for Recording Salary Overpayments if you use another organisation (e.g. a CSU)
11. Name of Manager Responsible for Recording Salary Overpayments
12. Email address of Manager Responsible for Recording Salary Overpayments
13. Telephone Number of Manager Responsible for Recording Salary Overpayments
14. Name of Data Protection Officer
15. Email Address of Data Protection Officer
16. Telephone Number of Data Protection Officer
17. Name of Chief Executive
18. Email Address of Chief Executive
19. Telephone Number of Chief Executive
20. Name of Finance Director
21. Email Address of Finance Director
22. Telephone Number of Finance Director

### Response Sent

1. Organisation Name –  
[Tavistock and Portman](#)
2. Name of Computer Software used to record Salary Overpayments and repayments –  
[Oracle](#)
3. Are names of people stored in the software?  
[Yes](#)

4. Is the amount of the Salary Overpayment stored in the software? –  
[Yes](#)
5. Does the software have an audit trail automatically recording the logon name of the user and the records added, accessed and changed by each user, including the data before the change and the data after the change? –  
[Yes](#)
6. Does the audit trail include the date and time of any additions / changes to data as well as when data was accessed? –  
[Yes](#)
7. Software Provider (Company Name) –  
[NHS SBS](#)
8. Annual Cost (£) of Software  
[£98000 – for integrated package](#)
9. License Expiry Date –  
[31/12/18](#)
10. Name of the Organisation Responsible for Recording Salary Overpayments if you use another organisation (e.g. a CSU)  
[Equiniti](#)
11. Name of Manager Responsible for Recording Salary Overpayments –  
[Udey Chowdhury](#)
12. Email address of Manager Responsible for Recording Salary Overpayments –  
[Uchowdhury@tavi-port.nhs.uk](mailto:Uchowdhury@tavi-port.nhs.uk)
13. Telephone Number of Manager Responsible for Recording Salary Overpayments -  
[020 7435 7111](#)
14. Name of Data Protection Officer –  
[Ndumbe Shu](#)
15. Email Address of Data Protection Officer –  
[nshu@tavi-port.nhs.uk](mailto:nshu@tavi-port.nhs.uk)
16. Telephone Number of Data Protection Officer –  
[020 7435 7111](#)
17. Name of Chief Executive –  
[Paul Jenkins](#)
18. Email Address of Chief Executive  
[AHawke@tavi-port.nhs.uk](mailto:AHawke@tavi-port.nhs.uk)
19. Telephone Number of Chief Executive  
[020 7435 7111](#)
20. Name of Finance Director  
[Terry Noys](#)
21. Email Address of Finance Director  
[tnoys@tavi-port.nhs.uk](mailto:tnoys@tavi-port.nhs.uk)
22. Telephone Number of Finance Director  
[020 7435 7111](#)