

## **Freedom of Information Act Request**

Under the Freedom of Information Act, I would like to request the following information:

would like the following details about your current arrangements for:

- staff ID cards (both printed and blank)
- ID card printers and consumables
- staff, contractor & visitor lanyards
- any other access control supplies.

Please provide:

- The name of the current supplier or suppliers.

We currently use four different suppliers for our Access control provisions

**Digital ID Ltd**

**SG World Ltd**

**Lanyards Tomorrow**

**Badgemaster Ltd** – These are identification badges which do not allow access but show staff members name and their title.

The contract reference number. **No contract in place.**

The total value of the contract, including any permitted extensions. **N/A**

The contract end date and any extension period that may be used. **N/A**

A description of the service or goods provided by each supplier

**Digital ID Ltd - Staff ID cards, Contractor cards, NHS staff lanyards with dual clip, Staff ID card printers, Staff ID card holders, Smart ribbons, Fob/Key passes, card clips.**

**SG World Ltd - Visitor and contractor lanyards**

**Badgemaster Ltd - Name badges.**

**Lanyards Tomorrow – Vinyl portrait pass holder**

If no formal contract is currently in place for any of these items, please provide for the most recent complete financial year:

a) The supplier name or names, Companies House registration number where available, and website address where available.

**Digital ID Ltd 02819044** [www.digitalid.co.uk](http://www.digitalid.co.uk)

**SG World 03451910** [www.sgworld.com](http://www.sgworld.com)

**Badgemaster 02730127** [www.badgemaster.co.uk](http://www.badgemaster.co.uk)

**Lanyards Tomorrow** [www.lanyardstomorrow.co.uk](http://www.lanyardstomorrow.co.uk)

b) The total spend in pounds sterling.

**We can confirm that the Trust does hold information on the spend for these services. However, we are withholding the breakdown of spend per service under Section 43(2) of the Freedom of Information Act 2000 – Commercial Interests.**

**Disclosing detailed financial information for each service could prejudice the commercial interests of the Trust and its suppliers by undermining future tendering and contract negotiations. Revealing this level of detail could place the suppliers at a competitive disadvantage and hinder the Trust's ability to secure best value for money.**

c) A brief description of the items purchased.

**Staff ID cards**

**Lanyards – Staff, Visitor and contractor.**

**Staff ID card printers.**

**Staff ID card holders.**

**Vinyl Portrait pass holders.**

**Fob/Key passes.**

**Name badges.**

**Smart Ribbons.**

## Card clips

d) The purchasing route used, for example purchase card, purchase order or framework call off.

**The Trust procures access control supplies primarily through purchase orders with approved suppliers. However, there was a one-off credit card purchase made via Lanyards Tomorrow, this was minimal in value. Credit card purchases are generally limited to specific low cost items such as pass holders.**

If you are not satisfied with the handling of your request, you have the right to request an internal review. Requests for an internal review should be submitted within 40 working days from the date of this response, and should be addressed to [d.wraith@nhs.net](mailto:d.wraith@nhs.net).

If you remain dissatisfied after the internal review, you have the right to appeal to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113  
Website: <https://ico.org.uk/make-a-complaint/>