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| REDACTED | Area G-GOAGVictoria QuayEdinburgh EH6 6QQDate 19/10/15 |

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**Freedom of Information Request**

Thank you for your email of 05 October 2015 requesting information under the Freedom of Information Act 2000 (FOIA).  You asked:

In Reference To: Mobile Device Usage and Hardware: (Mobile Telephones/Smartphones and Touch Screen Tablets)

1) Please confirm the number of mobile phones or smartphones that are funded by the organisation and in use by the organisation.

2) The Name of the Organisation who acts as your mobile airtime service provider. (If multiple contracts are set up please confirm each specific provider).

2.1) please confirm;

(a) the date the aforementioned contract(s) started.

(b) the date the aforementioned contract(s) ends.

(c) the date the contract(s) will be reviewed (prior to termination).

3) The number of mobile connections within the organisation. (If multiple contracts are set up please confirm each specific provider).

4) Are mobile phones and smart phones purchased separately or ‘bundled’ as part of the airtime agreement?

4.1) If handsets are ‘bundled’ with an airtime agreement, – please provide a cost breakdown between the devices and the airtime contract. *(Example response maybe: The organisation has a contract where the handsets are zero cost although data and calls are paid for — Alternatively — Handsets were purchased at £50 each plus any calls and data.)*

*4.2) If handsets are procured separately, please provide details of how many mobile phones or smart phones have been purchased during the previous three years. (Please detail year on year spend and physical number of devices acquired.)*

*4,3) If Handsets are procured separately please could you confirm if the devices are leased or purchased outright.*

*4.4) Does the organisation make ad-hoc purchases for Handsets during the normal contractual term.*

*4.5) Is the procurement process under a specific framework or does the organisation work independently of such a framework?  Please provide details of framework if necessary.*

5) *Does the organisation* purchase Tablets (for example – iPad’s)?

5.1) If so, *please provide details of how many individual devices have been purchased during the previous three years. Please* detail year on year spend and physical number of devices procured.

5.2) Please could you confirm if the devices are leased or purchased outright.

5.3) *Is the procurement process under a specific (please detail) framework or does the organisation work independently of such a framework?*

*6) Do you include mobile devices (Phones and Tablets) within you asset register?*

*7) If your mobile devices (Phones and Tablets) are not held on your central asset register, please clarify how you manage/trace the mobile devices during their lifecycle within the company.*

8) What happens to mobile devices *(Phones and Tablets)* at the end of the contract term, or alternatively at the point of retirement?

9) What is the current process for removing all sensitive data from the devices (Phones and Tablets) at the end of the contract term, or alternatively at the point of retirement?

9.1) Please confirm the name of any third party companies involved in the retirement process, how long they have been contracted and when that contract is due to expire.

10) Please provide full details of the person who is ultimately responsible for the Airtime Contact.  (Please include: Name, Position, E-mail address, Contact Phone Number. Office Location).

11) Please provide full details of the person who is ultimately responsible for the Procurement of Mobile Devices.  (Please include: Name, Position, E-mail address, Contact Phone Number. Office Location.

12) What is your current accounting treatment for mobile phone assets?

13) What is the current method for Insuring your mobile devices in the event of loss, damage or theft?

14) Are Insurance services part of any current framework or would this service operate outside of any present framework agreement.

I am writing to tell you that having completed our search for information, the number of mobile phones and smart phones funded by the Office of the Advocate General (OAG) is 23.

OAG does not have any ipads or other types of tablets.

Scotland Office deals with the purchase, lease and management of mobile phones on our behalf so all questions relating to contracts, leases, procurement and management of mobile phones should be directed to them. The link to the FOI area of their website is:

<https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act>

You may, if dissatisfied with the treatment of your request, ask the Office of the Advocate General to conduct an internal review of its decision.  The internal review will be conducted by someone other than the person who took the initial decision.  Requests for internal review should be addressed to the Information Officer, Office the Advocate General, Victoria Quay, Edinburgh, EH6 6QQ.

If following the internal review you remain dissatisfied with the treatment of your request by OAG then you may take your complaint to the Information Commissioner, whose address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  Details of the complaints procedure can be found here:

<http://www.ico.gov.uk/complaints/freedom_of_information.aspx>

Yours sincerely

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