



Ymddiriedolaeth GIG
Prifysgol Felindre
Velindre University
NHS Trust



Pencadlys Ymddiriedolaeth GIG Prifysgol Felindre
Velindre University NHS Trust Headquarters
2 Cwrt Charnwood
Heol Billingsley
Parc Nantgarw
Caerdydd/Cardiff
CF15 7QZ
Ffôn/Phone : (029) 20196161
<https://velindre.nhs.wales>

Date: 23rd August 2024
Ref: CORP 2024 - 151

Dear xxx

Freedom of Information request; Usage of Board Portals (CORP 2024 – 151)

Thank you for your request for information which the Trust received on 13th August 2024.

Your Request:

1. *How do you manage the documents and agendas for your meetings?*
2. *Do you have a solution in place or are you considering a board portal solution?*
3. *If you do have a board portal solution in place, which one and when does it renew?*
4. *What is your annual budget for board portals and how many users do you have/need?*
5. *Who is the contact person for board portals at your organization?*
6. *Who is your IT Systems Manager or IT Manager who may look at IT Systems/Apps in your organization?*

Please find the Trust's response below:

1. How do you manage the documents and agendas for your meetings?

Corporate meeting documents are stored and managed within the Trust's Corporate Shared Drive Network. Corporate meeting documents are also uploaded and published using a Digital Platform / Software Portal.

Documents in other areas of the Trust are stored and managed within the Trust's Shared Drive Network for each respective department / directorate.

2. Do you have a solution in place or are you considering a board portal solution?

Yes, the Trust has a Board Portal solution in place.

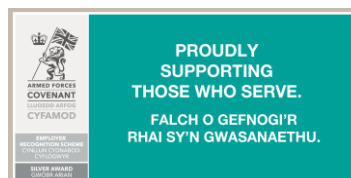
3. If you do have a board portal solution in place, which one and when does it renew?

The Trust is currently using the Admincontrol Board Portal / Digital Platform.

4. What is your annual budget for board portals and how many users do you have/need?

The current annual budget is £7350.

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5. Who is the contact person for board portals at your organization?

Procurement of a Board Portal solution was on an All-Wales Framework basis and undertaken through NHS Wales Shared Services Partnership (NWSSP) - ProcurementServicesenquiries@wales.nhs.uk

6. Who is your IT Systems Manager or IT Manager who may look at IT Systems/Apps in your organization?

The Trust has a legal obligation to comply with the Data Protection Act 2018 and the retained EU GDPR 679/2016 (known as UK GDPR). As you have requested information about someone other than yourself, the Trust has applied an Absolute Exemption under Section 40(1) and (2)(a) of the Freedom of Information Act 2000 which states:

- (1) *Any information to which a request for information relates is exempt information if it constitutes personal data of which the applicant is the data subject.*
- (2) *Any information to which a request for information relates is also exempt information if—*
 - (a) *it constitutes personal data which does not fall within subsection (1)*

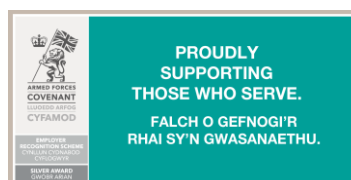
I trust this answers your request for information, however, should you not be satisfied with the information supplied or the process of supplying it, you have a right to complain and request a review. Please note that you must submit a request for a review within 40 days of the date of this letter.

You should forward your complaint to:

Mr Ian Bevan via FOI.VUNHST@wales.nhs.uk
Head of Information Governance
Velindre University NHS Trust
2, Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff / Caerdydd
CF15 7QZ

Should you wish to take your complaint further, if you are still unhappy with the decision after review, you can contact the:

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Information Commissioner's Office - Wales

2nd Floor,
Churchill House,
Churchill Way,
Cardiff,
CF10 2HH
Telephone: 0330 414 6421
email: wales@ico.org.uk

Yours sincerely

Non Gwilym
Interim Director of Corporate Governance

Velindre University NHS Trust
2 Charnwood Court
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