



**The Clatterbridge  
Cancer Centre**  
NHS Foundation Trust

Clatterbridge Road  
Bebington  
Wirral  
CH63 4JY

Tel: 0151 556 5000  
Web: [www.clatterbridgecc.nhs.uk](http://www.clatterbridgecc.nhs.uk)

Date: 12 October 2020

**Re: Freedom of Information Request**  
**Ref: 207-2020**

Thank you for your email dated the 18<sup>th</sup> September, requesting information in relation to destruction of confidential documents.

The information that you require is as follows:

- 1. Do you outsource the shredding of your confidential paper documents (Yes/No).**

**Yes**

**If Yes:**

- 2. Are documents shredded onsite or offsite?**

**Documents are shredded offsite.**

- 3. The name of the contractor for your confidential shredding service and the amount charged by them annually.**

**The contractor used by our Trust is Shred-It. Annual costs vary depending on the weight collected over the course of the year. For the last financial year the annual costs for each of our hospital sites were as follows:**

- The Clatterbridge Cancer Centre – Wirral (CCCW) = £4,649**
- The Clatterbridge Cancer Centre – Aintree (CCCA) = £388.**
- The Clatterbridge Cancer Centre – Liverpool (CCCL) = This site opened in June 2020, therefore there is no annual cost available at this time.**

- 4. The number of bins/containers placed on site for confidential waste and the frequency of collection.**

The number of bins/consoles on each of our sites are as follows:

- CCCW = 39 – frequency of collection varies between weekly, fortnightly and four weekly depending on the area
- CCCA = 2 – four weekly collection
- CCCCL = 27 – fortnightly collection

**5. The start date and length of contract.**

The start date of our contracts are listed below. All of these are rolling contracts, therefore there is no specified length or end date:

- CCCW = March 2015
- CCCA = June 2016
- CCCL = August 2020

**6. The name, telephone number and email address of the person responsible for this.**

PropCare Soft FM Team

[Ccf-tr.propcare-estates@nhs.net](mailto:Ccf-tr.propcare-estates@nhs.net)

0151 556 5088

**7. Were these services in place prior to GPDR? (Yes/No)**

Yes

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.