

## **FREEDOM OF INFORMATION ACT 2000**

Your request for information has now been considered and the Council's response to your questions is shown below.

**You asked:**

**How many laptops were lost by council employees in 2011?**

**ANSWER:**

4

**How many laptops were lost by council employees in 2012?**

4

**How many USB keys containing council-related data were lost in 2011?**

1

**How many USB keys containing council-related data were lost in 2012?**

0

**Are consumer file storage and sync tools such as (Dropbox and SugarSync) blacklisted in your organisation? i.e. Are these tools blocked from end users?**

No but use is permitted only on a business case taking into account technical and policy controls.

**Does the council have a mobile working policy?**

Yes.

**Can council workers use their own devices to access and work on government content? For example, mobile phones, laptops and tablets.**

Yes under technical and policy controlled circumstances.

**Can the Council guarantee that all the councils' sensitive data is encrypted on all laptops?**

Yes on Council owned devices.

**Does the council use enterprise collaboration software? SharePoint for example?**

Leicester City Council does use Sharepoint, but not its collaboration features.

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Not all the information that is supplied which is covered by copyright will be the Council's copyright, for example it may be the copyright of a government department or another Council. You should seek either the Council's consent or their consent as appropriate. The Council is willing to advise you of any such potential issues on request. In order to make a request to re-use the information please contact the Information Governance Manager using the details below.

If you are dissatisfied with the handling of your request please write to:

**Information Governance Manager**  
**Information and Customer Access**  
**Leicester City Council**  
**FREEPOST (LE985/33)**  
**New Walk Centre**  
**LEICESTER LE1 6ZG**

e-mail: [info.requests@leicester.gov.uk](mailto:info.requests@leicester.gov.uk)

Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You can also complain to the Information Commissioner at:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow SK9 5AF**

**Telephone: 01625 545 700**

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please be aware that the Information Commissioner does not normally consider appeals or complaints until the internal appeals and complaints processes of the public authority which is answering the request have been exhausted. You are therefore advised to complain or appeal to the Information Governance Manager before contacting the Commissioner.