



**Information Governance Team**

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20 October 2021

Dear Sir/Madam

**Freedom of Information Act 2000 (FOIA)**

**Request ID: FOI370302764**

Thank you for your request for information relating to managing IT assets.

You have requested the following information:

**Under the Freedom of Information Act, please provide me with an electronic copy of policy, procedures or guidance issued to your IT department/staff or others concerning the :**

- 1. Management of IT assets (PC's, Desktop, Laptops, Tablets, SmartPhone)**
- 2. IT Asset disposal process**
- 3. Process or Procedure for monitoring and tracking of physical IT asset inventory/stock**
- 4. Process for assigning asset numbers (equipment tracking numbers) to IT assets**
- 5. Storage of IT assets**
- 6. Storage area**
- 7. Inspection of equipment**
- 8. Procedure for the intake and recording of new equipment**
- 9. Policy on the use of personal computers by Council staff**

## **10. Procedures for requests for new IT assets**

## **11. Procedures for the installation and disposal of IT equipment.**

## **12. Procedures for the redistribution/reallocation of IT Equipment to new staff**

## **13. Procedures for returning equipment from staff who have left the Council**

For Questions 1 to 13, we are currently in the process of reviewing our internal and external Asset Management documentation, so are unable to provide the requested information at this time. The review will be completed for the 2022/23 financial year.

To assist, some of the requested information is published in our ICT Strategy which is accessible via the following link:

[https://www.coventry.gov.uk/downloads/file/31256/corporate\\_ict\\_strategy](https://www.coventry.gov.uk/downloads/file/31256/corporate_ict_strategy)

The supply of information in response to a FOI/EIR request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk).

Please remember to quote the reference number above in your response.

Yours faithfully

**Information Governance**