



Information Governance Team

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05 May 2023

Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI512904269

Thank you for your request for information relating to IT Policy & Procedures.

You have requested the following information:

The Information required relates to Procedural information concerning management of IT Assets at Coventry City Council which was submitted by persons unknown in 2021 as a FOIR (Request ID: FOI370302764)(see attached).

At that time the response dated 20th October 2021 stated the details were unavailable, however ICT were in the process of reviewing internal & external Asset Management documentation, and the review would be completed in 2022/23 financial year.

I had assumed this information would be readily available and in circulation at the Council, although advice received from HR via email on 03/05/2023 stated this needs to be requested from Coventry City Council's Freedom of Information Service.

Please arrange for supply of electronic copies of policy, procedures, guidance and associated documentation issued to our IT department and staff relating to the following (as per Request ID: FOI370302764 - points 1 – 8):

- 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

It is the Council's view that the confirmation or denial of the possession of information relating to the Council's IT Asset Management Processes, Procedures and guidance including any related information, would be likely to compromise the Council's IT Asset Management systems by giving individuals/cyber criminals insight into vulnerabilities which may, or may not, exist.

Section 31(3) is a qualified exemption, as such we have gone on to perform a public interest test in order to assess the public interest arguments for and against declaring whether or not the requested information is held.

For Disclosure:

- Confirmation of possession would demonstrate a commitment to transparency with regard to the Council's undertaking and could provide assurance that the council have robust IT infrastructure in place.

Against Disclosure:

- Maintaining the integrity and security of the Council's IT Asset Management systems and IT Assets.
- Preventing IT asset theft or access to asset stores and or knowledge of IT asset management systems, processes, procedures and similar.

Revealing the information may assist individuals/cyber criminal's insight into not only the strengths of the Council's IT Asset Management systems, procedures and processes, but also any potential weaknesses that may exist. This could ultimately result in future theft or cyber-attack. IT Asset Management Systems, Procedures and Policies are in place to protect the integrity of IT Asset, personal and sensitive personal information.

The occurrence of a future theft/cyber-attack would prejudice the Council's legal duty to safeguard personal information from loss, theft, inappropriate access or destruction, which is why Section 31 has been employed in this case.

On balance the public interest in maintaining the exemption outweighs that in confirming or denying whether information is held and therefore the Council neither confirms nor denies, whether this information is held.

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

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.

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

Yours faithfully

Information Governance