

Human Tissue Authority  
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**Web** [www.hta.gov.uk](http://www.hta.gov.uk)  
**Email** [enquiries@hta.gov.uk](mailto:enquiries@hta.gov.uk)  
**Date** 25 November 2019

██████████  
  
By email to ██████████  
████████████████████

Dear ██████████

## Freedom of Information request

Thank you for your request for information under the Freedom of Information Act (FOIA), which was received by the Human Tissue Authority (HTA) on 29 October 2019. Your email outlined the following request:

I am writing to make a request for all the information to which I am entitled under Freedom of Information Act 2000. My requests are outlined below as specifically as possible to help you retrieve the information required. However, if any of the below is unclear, I would appreciate if you could contact me as I understand that under the act, you are required to assist requesters.

Please could you provide the following information:

1. How many employees are working for your organisation, including full-time, part-time, and contracted staff?
2. What is your annual intranet budget?
3. What is your current intranet solution? (e.g. Invotra, Sharepoint, Kahootz, Umbraco)
4. How long have you been using this solution, and when does your contract expire?
5. Do you work with an external partner to supply your intranet? If not, do you develop your intranet internally?
6. Which team/individual is responsible for managing your intranet internally?
7. Which other organisations have access to your intranet?
8. Do you share IT services with other organisations?
9. Are you using the Office 365 suite? If so, which applications from the suite are in use?
10. Who is responsible for your intranet's procurement within the organisation?
11. Do you use Microsoft's Active Directory to manage your people data? If so, is your Active Directory (AD) managed on-premise or in the cloud?

12. Do you use any other Software as a Service (SaaS) applications? (e.g. Atlassian/Jira, Slack, Trello, Xero)

If possible, please could you present the information via a Microsoft Word or Excel document, sent to me via email. I understand that under the act, I should be entitled to a response within 20 days and therefore I would appreciate if you could confirm receipt of my request.

## **Response**

1. We have 51 members of staff on a permanent or fixed term contract and one interim.
2. We do not have an intranet.
3. Not applicable
4. Not applicable
5. Not applicable
6. Not applicable
7. Not applicable
8. We do not share IT services with any other organisation.
9. We are not using the Office 365 suite.
10. Not applicable
11. We use an on-premise Microsoft Active Directory.
12. We use Jira

## **Further information**

If you are unhappy with the way the HTA has handled your request for information in this case, you may in the first instance ask us for an internal review by writing to us at the above postal or email address.

If you remain dissatisfied with the handling of your request or complaint, you have the right to appeal directly to the Information Commissioner for a decision, at the address below. There is no charge for making an appeal.

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

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely

[Redacted signature]