



22 July 2014

By email to: [REDACTED]

Dear [REDACTED]

I refer to your Freedom of Information request received on 16 July 2014 about print, scan and PDF.

I can confirm that the University holds the information requested and is releasing this to you in part.

The University's Response

I am interested in looking at the technologies that are in place to reduce paper use within public sector organisations. To this end could you please answer the following questions.

How many employees does your organization currently have?

Please see below.

How many students do you currently have enrolled at your University?

Please see below.

Who currently is contracted to supply your main fleet of printing devices (MFD's)?

Please see below.

What brand of device do they supply you with?

Please see below.

How many devices do they supply you with?

Please see below.

Do they supply you with an print management software? If so which one?

Yes; Canon UNIflow.

Do they supply you with any scanning software (additional to the software native to the device)?

Please see below.

When is this contract (for your MFD's) due to expire?

Please see below.

What Document Management solution/s do you currently use within your organization?

Please see below.

What PDF software do you pay for?

A very small number of staff within one unit use Nuance Professional software (for electronic preparation and distribution of committee papers; not specifically for scanning and printing).

Otherwise, PDF is part of the Canon UniFLOW printing solution. The Canon Managed Print Service does not include separate PDF licenses. PDF printing and scanning is included in our overall solution provided by Canon without the need for any separate PDF licenses.

And how many licenses do you pay for (an average per annum would be a good number here please)?

As above.

Who is the person within your organization responsible for the MFD's and the contract, what is their title, and their email address please?

ICT Operations Manager

The University notes that your request is almost identical to one received a few days previously. Responses have been provided to the questions above where they differ from those in the response to the previous request, the response to which has been published at <http://www.abertay.ac.uk/foi/>

Please refer to this for the other information which you have requested; by section 25 of the Freedom of Information (Scotland) Act 2002, the University is not required to provide information in response to a request where it is already otherwise available.

This concludes the University's response

Your right to seek a review of how your information request was managed

If you are not satisfied with our response or our reasoning set-out above, you have forty working days in which to request a review of our decision. Any request should be put in writing and should be sent to the University Secretary, Abertay University, at the address provided below. The request should:

- (a) detail your request for a review of our decision to be undertaken
- (b) describe the nature of your original request
- (c) explain the reasons why you are dissatisfied with our response

University Secretary
Abertay University
Bell Street
Dundee
DD1 1HD
Tel (01382) 308016

E-mail S.Stewart@abertay.ac.uk

If you remain dissatisfied with how your request for information has been dealt with, you also have the right to apply to the Scottish Information Commissioner for a decision as to whether we have handled your request properly.

Information relating to your right to seek review is available from the Scottish Information Commissioner's website:

<http://www.itspublicknowledge.info>

or by contacting the Scottish Information Commissioner's Office at the following address:

Scottish Information Commissioner,
Kinburn Castle,
Doubledykes Road, St Andrews,
Fife KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611

E-mail: <mailto:enquiries@itspublicknowledge.info>

Website: <http://www.itspublicknowledge.info>

If you are unhappy with the Commissioner's decision, you have the right to appeal further to the Court of Session on a point of law.

Yours sincerely,

FOI Processing

Secretariat

Abertay University is a charity registered in Scotland, No: SC016040