

Mr John Gilchrist
Freedom of Information Officer

17 December 2018

Ref: FOI/November 2018/ Graham Snow

By email to o365foi@gsnow.co.uk

The Burroughs
Hendon
London
NW4 4BT
United Kingdom

Tel: +44 (0)20 8411 4061
e-mail:
j.gilchrist@mdx.ac.uk
www.mdx.ac.uk

Dear Mr Snow

Your request for information received on 22 November 2018 has been dealt with under the provisions of the Freedom of Information Act 2000 (FOIA).

You asked:

1. Does your organisation currently use Office 365?
2. Does your organisation currently use SharePoint Online?
3. Does your organisation currently use SharePoint on premise?
4. Are you currently using any of the following Office 365 / SharePoint functionality for records management (retention and disposal)?
 - a. Records Centre
 - b. Content Types
 - c. Labels
 - d. Information Management Policies
 - e. A third party product
5. Do you have an Electronic Document and Records Management System (EDRMS) or Enterprise Content Management System (ECMS), other than SharePoint?

University Response

1. Yes
2. No
3. No
4. No to all
5. Banner Document Management System

I trust this satisfies your request sufficiently. Under the Freedom of Information Act 2000, you have the right to complain about the University's response to your request for information. If you have such a complaint, you may contact Mr David Maplas, Director of Student Affairs, Middlesex University, Hendon campus, London NW4 4BT, tel: 020 8411 5830, d.malpas@mdx.ac.uk within 40 days of the date of this letter for a review of the University's decision. If you remain unsatisfied

with the outcome of that complaint, you may seek further recourse by lodging an appeal with the Information Commissioner.

Yours sincerely

John Gilchrist
Freedom of Information Officer