



Department  
for Environment  
Food & Rural Affairs

helpline@defra.gsi.gov.uk  
www.defra.gov.uk

**Your ref:**  
**Our ref:** RFI 6176  
**Date:** 7 February 2014

Dear [REDACTED]

**REQUEST FOR INFORMATION: Lost Items**

Thank you for your request for information about items valued over £100 which were lost by Defra staff between 2011 and 2013, which we received on 11 January 2014. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

We have answered your questions below:

- Under the Freedom of Information Act please can you list all the items valued over £100 which the department's staff lost in 2013 and state their value. Please state if any of these items contained personal data.

Please see the table below.

- Please state how many items of any value have been lost in 2013 in total and state how many contained personal information.

Please see the table below.

- Please repeat the above questions for the years 2012 and 2011.

Please see the table below.

*RFI 6176 - List of items which the department's staff lost in 2013:*



<i>Items over £100</i>									
	2013			2012			2011		
	<i>Total</i>	<i>Average Cost per unit</i>	<i>No with personal data</i>	<i>Total</i>	<i>Average Cost per unit</i>	<i>No with personal data</i>	<i>Total</i>	<i>Average Cost per unit</i>	<i>No with personal data</i>
<i>Laptop – Encrypted</i>	1	£648.00	0	3	£351.77	0	2	£376.98	0
<i>Blackberry</i>	6	£188	1	4	£188	0	6	£168	2
<i>Mobile phone</i>	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	2	£157	1
<b>ALL ITEMS</b>									
<i>All items reported as lost, including those already listed as over £100 per unit</i>	100		2	63		2		99	4

These figures are for unrecovered items reported by Defra staff as losses rather than as thefts.

Regarding laptops, these are the property of IBM, which has provided IT services to Defra since October 2004. Items replaced under the IBM service contract do have a cost to the department, which is the assets residual net book value, and that charge is affected by the age of the asset.

\*Costs given for BlackBerries & mobiles are as provided to us for Freedom of Information request RFI 5468 – mobiles for 2012 & 2013 come in at under £100 per unit.

In keeping with the spirit and effect of the FOIA EIRs, and in keeping with the government's Transparency Agenda, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you will now be published on [www.gov.uk](http://www.gov.uk) together with any related information that will provide a key to its wider context. Please note that this will not include your personal data.

I attach Annex A, which explains the copyright that applies to the information being released to you.

I also attach Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact me.

Yours

  
Email: [is.communications@defra.gsi.gov.uk](mailto:is.communications@defra.gsi.gov.uk)

## **Annex A**

### **Copyright**

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## **Annex B**

### **Complaints**

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 18 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to Mike Kaye, Head of Information Standards, Area 4D, Nobel House, 17 Smith Square, London, SW1P 3JR (email: [requestforinfo@defra.gsi.gov.uk](mailto:requestforinfo@defra.gsi.gov.uk)) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

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