

PBNI Disclosure Log – Response to Request

Category: Policy – corporate services

Request Reference: 023.17.19

Date of Request: 30 October 2019

Date of Response: 25 November 2019

Request and Response

Dear Probation Board for Northern Ireland,

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.

Further to your request of 30 October 2019 and our acknowledgement of same date, please find enclosed response to your request. [Excel ref 023.17.19](#)

If you have any queries about this response, please come back to me. Please quote the above amended reference number in any future correspondence.

If you are unhappy with the way PBNI has handled your request, you may ask for an internal review using our [complaints procedure](#). See www.pbni.org.uk.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office,

The Information Commissioner can be contacted at: Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Please note that PBNI publishes responses to requests for information on its website where we believe there may be a wider public interest. If requests are published they are anonymised i.e. details of the requester are not published.