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| Ref: FOI 19-20 34 | Date issued: 11 November 2019 |
| Subject: IT and intranet | |
| Question(s) asked and answer(s): <ol style="list-style-type: none">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) | |

GLAA response:

- 1) How many employees are working for your organisation, including full-time, part-time, and contracted staff?

125

- 2) What is your annual intranet budget?

No specific intranet budget.

- 3) What is your current intranet solution? (e.g. Invotra, Sharepoint, Kahootz, Umbraco)

Umbraco as part of GLAA website.

- 4) How long have you been using this solution, and when does your contract expire?

2018 and rolling contract.

- 5) Do you work with an external partner to supply your intranet? If not, do you develop your intranet internally?

Yes, website provider.

- 6) Which team/individual is responsible for managing your intranet internally?

Communications team.

- 7) Which other organisations have access to your intranet?

None.

- 8) Do you share IT services with other organisations?

Yes.

- 9) Are you using the Office 365 suite? If so, which applications from the suite are in use?

Outlook, Word, Excel, PowerPoint, Publisher.

- 10) Who is responsible for your intranet's procurement within the organisation?

Communications team.

- 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?

Managed by IT Service Provider – exact location unknown to GLAA.

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

No.