

Dear

## FREEDOM OF INFORMATION – MICROSOFT 365

I write in response to your request for information in relation to Microsoft 365.

### Question:

#### 1. Local Expenditure

The total annual spend by your Board on Microsoft 365 licensing and supplementary digital tools (e.g., Power BI, advanced security add-ons, or external consultancy for M365 migration) for the financial years 2022/23, 2023/24, and 2024/25.

### Answer:

Spend was as follows

Year	Spend
2022/23	£5,520,000
2023/24	£6,277,000
2024/25	£7,329,000

### Question:

- Please specify if any of this funding was drawn from "core" board budgets versus specific "digital transformation" grants provided by the Scottish Government or NHS National Services Scotland (NSS).

### Answer:

Funding was drawn from board budget.

### Question:

#### 2. Implementation and Staffing

The number of staff members within the Board's IT/Digital department whose primary role is the administration, security, or "adoption" (training) of the M365 platform.

### Answer:

There were five NHS Lothian Digital Staff involved in the M365 Platform.

Headquarters  
Mainpoint  
102 West Port  
Edinburgh EH3 9DN

Chair Professor John Connaghan CBE  
Chief Executive Professor Caroline Hiscox  
*Lothian NHS Board is the common name of Lothian Health Board*

Question:

- Details of any local "Digital Maturity" assessments or internal reviews conducted by the Board to measure the effectiveness of the M365 rollout since 2022.

Answer:

None available.

Question:

3. Oversight and Risk Management

Minutes or summary reports from the Board's Information Governance Committee (or equivalent) from the last 12 months where "Microsoft 365," "Cloud Migration," or "Data Sovereignty" were substantive agenda items.

Answer:

None.

Question:

- A copy of the Board's current Data Protection Impact Assessment (DPIA) specifically for the use of Microsoft 365 (specifically including Teams and OneDrive) for clinical or patient-identifiable data.

Answer:

None.

Question:

4. Third-Party Support

Details of any third-party IT managed service providers (MSPs) or consultants currently contracted by the Board to support the M365 environment, including the name of the provider and the annual contract value.

Answer:

None.

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at



[www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal). If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhslothian.scot/FOI/Pages/default.aspx>

Yours sincerely

**ALISON MACDONALD**  
**Executive Director, Nursing**  
Cc: Chief Executive