



An Essential guide to Freedom of Information

1 day public course

It is expected that public authorities to operate efficiently in a transparent environment so that they can be held accountable for their actions.

Freedom of Information provides the necessary legal obligations to public authorities, transforming them from a culture of secrecy to one of openness and availability.

Course overview

This 1 day course is aimed at anyone who requires a practical introduction to the Freedom of Information Act 2000.

It outlines the basics requirements that a public authority need to address and some practical steps that can be taken in order to achieve compliance.

The course examines how Freedom of Information impacts public authorities and would be suitable for anyone working within Information departments or those with FOI, Data Protection, Records Management or Communications responsibilities.

Participants will obtain an understanding of the Act and feel confident in how to approach responding to a request for information.

The course is directed towards answering the following questions:

- “Our right to know” - what Freedom of Information is all about?
- How to identify a request for Information?
- What is involved in responding to a request for Information?
- What are exemptions?
- How are exemptions applied?
- What is the public interest test?
- How should you deal with a complaint?

What will be covered...

The course contents include:

- Introduction
- Links and association
 - Environmental Information Regs 2004
 - Data Protection 1998
- Codes of Practice
 - Records Management
 - Right of Access
- Re-Use of Public Sector Information
- Access to Information
 - Making a request
 - Publication Schemes
- Exemptions & Exceptions
 - The Harm Test
 - The Public Interest Test
- The ICO’s Powers
 - Guidance
 - Liabilities and Enforcement
 - Breaches and Offences



(Blooms taxonomy of learning objectives)

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If you'd like more details fast,
we're waiting for your call
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