

The Environmental Information Regulations

The new **Environmental Information Regulations 2004** came into force on 1st January 2005. They have had a huge impact on the public sector by giving everyone access to all environmental information held by, amongst others, local authorities, utility companies and waste companies. The definition of "environmental information" is very wide so the effect of the regulations will fall on many departments, not just those dealing with environmental matters. This course will take delegates through the regulations in detail as well as examine the link with other legislation such as the Freedom of Information Act 2000. The latest guidance from DEFRA and decisions from the Information Commissioner and Information Tribunal will also be discussed. It is also packed with exercises and case studies designed to teach delegates the key factors to consider (and the mistakes to avoid) when making decisions about EIR exceptions.

Belfast - 12th November 2008
Manchester - 21st November 2008
London - 18th December 2008

£245 + VAT

Programme – 10am to 4pm

History of EIR

Difference between 1992 and 2004 EIR Regulations

The new Regulations in detail

- What is "environmental information"?
- Charges and fees
- Format of response
- Exemptions and how to apply them
- The public interest test
- Enforcement, complaints and appeal

Application of exemptions using live examples

How to deal with EIR requests practically

- Identifying requests
- Monitoring of requests and workflow
- Tools to help with compliance e.g., standard forms, records and file management
- Guidance from various agencies

Link between EIR and other legislation

- The Data Protection Act
- The Freedom of Information Act
- The Human Rights Act

Common Requests

Latest Cases

Tim will also refer delegates to the latest EIR decisions made by the Information Commissioner and the Information Tribunal

Case Studies & Discussion

The course will include case studies and exercises to test the delegates and to apply the law to real life scenarios.

Who the Regulations apply to:

This practical workshop is essential for those with responsibility for information requests who want to keep up to speed with FOI's lesser known cousin. The regulations don't just apply to local authorities. They also cover, amongst others, the following :

- Utility companies
- Waste management contractors
- Refuse collection companies
- Landfill companies
- Waste authorities and LAWDC's
- Fire authorities
- NHS Trusts

Who Should Attend?

All those who deal with, or advise upon, access to environmental information including:

- Compliance managers
- In house lawyers
- FOI co-ordinators
- Data protection officers
- Auditors
- Press officers
- Environmental health officers
- Waste management officers

Accredited by:

**The Solicitors Regulation Authority
The Institute of Legal Executives (ILEX)**

4.5 Hours CPD Points
Law Society Reference CJP/ANTL

Comments from Previous Delegates

"Excellent illustrations and personal examples."
POD, Derry City Council

"Useful course notes and information regarding guidance produced by other agencies."
SK, Dept Solicitors Office

"Useful examples to backup presentation."
CH, Thameside MBC

Our Speaker: Tim Turner

Tim was formerly Policy Manager at the Information Commissioner's Office and more recently Data Protection and Information Security Officer at Derbyshire County Council. Tim is now Data Protection Officer at Wigan Council and regularly speaks on conferences and courses on information issues from the public sector perspective.

MORE INFORMATION LAW RESOURCES

Act Now Training is the UK's leading provider of courses on information law and information management for the public sector. We have a wide range of resources and articles on our website and all are completely free:

Free Information Law Newsletter

Act Now publishes a free quarterly e mail newsletter on all aspects of information law/information management. It is packed full of the latest stories, articles and links relating to data protection, freedom of information, surveillance law and records management. With almost 5,000 subscribers, it is the most popular newsletter of its kind for the public sector.

Freedom of Information Podcast by Ibrahim Hasan

The UK's first and only freedom of information podcast. Listen to Ibrahim talk about the latest FOI decisions from the Information Commissioner and the Information Tribunal. Listen to guest interviews and download previous scripts. This resource has been reviewed in the Times and is the best way to keep up top date with the latest developments in FOI law and practice.

Full details on our website www.actnow.org.uk

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We provide external as well as customised in house training for your organisation at a very competitive price. Our other courses include:

- Data Protection
- Freedom of Information
- Environmental Information Regulations
- RIPA and Surveillance Law
- Records Management
- Email and Internet Monitoring
- Surveillance Techniques
- Re Use of PSI Regulations
- Internet Law
- Information Security
- Contract Drafting
- Anti Social Behaviour Orders (ASBOs)
- Giving Effective Evidence
- Writing Witness Statements
- Local Authority Prosecutions
- Employment Law

A list of our courses, in house clients and testimonials can be read on our website: www.actnow.org.uk Contact us to discuss your training needs on 01924 451054 or by e mail : info@actnow.org.uk

BOOKING FORM

Delegate(s) Details - Please complete in BLOCK CAPITALS			
Delegate Name(s)			
Course Title, Venue & Date			
Organisation			
Full Address			
Phone and Fax Numbers		Email :	
Invoice address (if different)			
Our Reference (if any)		Purchase Order Number (Required)	

Four easy ways to book

Phone	on 01924 451054
Fax	your booking form to 01924 451129
Post	your booking form to Act Now Training Ltd, 64 Bradford Road, Dewsbury, WF13 2DU
Book Online	at www.actnow.org.uk where additional information incl. venue maps are available

Fee: The fee is inclusive of refreshments, lunch and course documentation. Overnight accommodation is not included.

Booking Conditions: You will receive an invoice and venue details by post within a few working days. If you are booking within 7 days of the event we recommend you contact us to check your booking has been received. Cancellations will only be accepted 30 calendar days before the event no matter when you booked your place. After this date the full fee is payable. Substitute delegates are welcome at any time without additional charge. We reserve the right to cancel the event or change the venue or speakers due to circumstances beyond our control.

Disabilities & Special Needs: If you have any specific requirements please notify us and we will be happy to make reasonable adjustments.

Data Protection: We will use your information for administering your attendance at Act Now training courses and to keep you informed of future Act Now events. If you do not want us to do this please let us know. We do not share your details with any other organisation. A full privacy policy can be read on our website.