

Freedom of Information, Contracts and Commercial Confidentiality

Pursuant to the Freedom of Information Act 2000 (FOI), many public sector organisations have received requests for access to contracts, tenders and commercially sensitive information. This requires examination of the FOI exemptions as well as analysis of other areas of law such as breach of confidence, procurement law and breach of contract. FOI also needs to be considered when drafting and negotiating contracts and tenders.

This highly practical workshop is designed to examine the key issues around giving access to commercially sensitive and contract information owned by public authorities or received from private sector partners through contracts and tenders. We will look at all the latest decisions from Information Commissioner and the Information Tribunal on this topic. This course is also suitable for the private sector and their advisers.

London - 15th May 2008
Manchester - 8th December 2008

£245 + vat

Full details of each venue can be downloaded from our website.

Programme – 10am – 4pm

Rights of Access : Brief Overview

A brief of overview of the right of access, Who can apply, what information is covered, time limits, fees etc.

Revised Course

Key Commercial Exemptions

A detailed discussion of the main exemptions covering commercial information, contracts and tenders:

- S.41 - Information Provided in Confidence
- S.43 - Commercial Interests

Other Relevant Exemptions

- S.44 – Prohibitions on Disclosure
- S.40 – Personal Information

Contract Drafting Issues

- Drafting and negotiating confidentiality clauses
- Impact of such clauses on FOI obligations
- Model contract clauses

Procurement Issues

- Consulting partners and contractors
- FOI and wording in Invitations to Tender
- EU Procurement law and confidentiality

Caselaw

The latest decisions of the Information Commissioner and the Information Tribunal will be examined e.g. National Maritime Museum and Derry City Council etc.

Workshop Style

Delegates will work through a number of real life case studies and exercises in order to discuss issues that commonly arise. There will also be plenty of time to discuss delegates' own queries.

Who Should Attend?

All those who work with commercial information contracts and tenders including:

- In house lawyers
- Procurement officers
- Auditors
- Finance officers
- Contract officers
- Compliance officers
- Construction managers

This course is also suitable for private sector contractors and partners who wish to see how their information will be treated by public authorities in the light of FOI.

Accredited by:

The Law Society
The Institute of Legal Executives (ILEX)
4.5 CPD Points

Comments from Previous Delegates

*"I found the whole course useful."
PA, Department for Transport*

*"Very free-flowing."
NB, Havant BC*

*"Enjoyed case studies and overall view."
SG, Kent County Council*

STOP PRESS – NEW FOI AUTHORITIES!

The PM recently announced a consultation to consider new organisations to be added as Additional Public Authorities subject to FOI. These will be organisations who perform a public function or provided contracted out public authority functions. These could include:

- Housing associations
- Leisure trusts
- Schools PFI providers
- Housing maintenance companies
- Some Charities
- Waste management companies

This course is ideal for those preparing for FOI implementation within such organisations

Our Speaker: Ibrahim Hasan

Ibrahim is a well known expert on information law and publishes the UK's first FOI podcast. He also writes regularly on this topic for a number of professional journals. Ibrahim was previously a Principal Solicitor in local government specialising in commercial law.

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 to date with the latest developments in FOI law and practice.

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

MORE TRAINING COURSES

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	

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.

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