

Environmental Information Regulations

The Environmental Information Regulations (EIR) are often considered the poor cousin of FOI and have sometimes been referred to as the 'Cinderella' regime. However, the reality is they are equally important. Many EIR requests are mistakenly labelled as FOIs. In this workshop, we will explain how to identify environmental information under EIR, how to answer requests, what to publish pro- actively and how to correctly refuse requests by claiming the exceptions. Using case studies, quizzes and exercises delegates will feel more confident about EIR compliance after this workshop.

“

Enjoyed the course more than i thought i would! The speaker made a very complex subject understandable and enjoyable. Very useful and glad i attended.

LF, Kirklees Council

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Cost £389 plus vat

Lunch and refreshments included

Venues

Dates 2020

Manchester

25 Jun | 04 Dec

London

01 Jun | 30 Oct

Further details and booking form available at
actnow.org.uk/workshops

In House Training

All our workshops can be delivered at your premises and customised to the specific needs of your staff. Please contact us for a full quote.

OVERVIEW

What is Environmental Information?
Who is covered by the EIRs?
How the EIRs differ from FOI
Implications of Brexit

PROACTIVE PUBLICATION AND CHARGING

What has to be published?
How should it be made available?
Reasonable charges for Environmental Information
CON 29 and Property Searches

ANSWERING AND MANAGING REQUESTS

What to include in a response
The ICO Code of Practice
Managing Requests – Logging, Handling and Deadlines

REFUSING REQUESTS

Applying the exceptions – what each covers and how to use them
The Public Interest Test
Personal Data in Environmental Information
Impact of GDPR
Drafting Refusal Notices

APPEALS AND ENFORCEMENT

The role of the Information Commissioner
Setting up your internal review process
Key decisions of the Commissioner and Tribunals
Important lessons to take away

CASE STUDIES AND ACTION PLAN

Other Products & Services

FOI Workshops

**The FOI Act 2000
An A-Z Guide**

**Freedom of
Information
Exemptions**

**FOI, Contracts
and Commercial
Confidentiality**

FOI Practitioner Certificate

This workshop is an innovative new 4 day course designed for Freedom of Information practitioners by leading FOI experts. The emphasis is on teaching the practical application of FOI (including EIR) rather than rote learning.

Further details
actnow.org.uk/foicert

Live Webinars

**FOI Rights and
Responsibilities**

**Freedom of
Information Update**

**Environmental Information
Regulations**

**FOI, Contracts and
Commercial Confidentiality**