

# The Freedom of Information Act 2000

This interactive workshop will take an in depth look at the Freedom of Information Act 2000 as well as the revised section 45 code of practice. Delegates will also work through sector specific case studies and will be encouraged to discuss their own FOI requests in a confidential setting. This is our most popular FOI workshop and is suitable for beginners.

“ The FOI A-Z course was excellent, giving a really good overview of our requirements under the Act. The training notes will be very helpful and our trainer was very knowledgeable and gave useful anecdotes and examples.

AB, East Sussex Fire & Rescue Service ”

**Cost £389** plus vat

Lunch and refreshments included

## Upcoming Dates 2020

London	18 Mar   07 May   10 Aug   24 Nov
Manchester	16 Mar   30 Apr   14 Jul   04 Aug
Leeds	26 May   25 Sep   09 Dec
Belfast	23 Mar   19 Jun   12 Oct
Birmingham	01 May   20 Jul   04 Nov
Cardiff	20 Mar

Further details and booking form available at [actnow.org.uk/workshops](https://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 OF THE ACT**

What is “Recorded Information?”  
Extension of FOI  
What about the private sector?

**KEY ISSUES IN DEALING WITH REQUESTS**

Validating Requests  
Format of a Response  
How to Calculate Fees

**KEY EXEMPTIONS**

Explanation of Each Exemption  
Guidance and Caselaw  
The Public Interest Test

**DATASETS**

What is a Reusable Format?  
Copyright and Reuse  
Dataset Licensing

**LINK WITH OTHER LEGISLATION**

Environmental Information Regulations  
Re Use Regulations  
GDPR and DPA 2018

**COMMON QUESTIONS**

Requests for CCTV images  
Vexatious Requests  
Contracts and Tenders  
Salaries and Expenses  
Requests from What Do They Know.com

**NEW REVISED S.45 CODE OF PRACTICE**

Time Limits  
Publishing Requirements  
Salary Transparency



**Other Products & Services**

**FOI Practitioner Certificate**

This workshop is an innovative 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](http://actnow.org.uk/foicert)

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**FOI Workshops**

**Freedom of Information Exemptions**

**Environmental Information Regulations**

**FOI, Contracts and Commercial Confidentiality**