

# THE FREEDOM OF INFORMATION ACT

## An A to Z Guide

This interactive workshop is designed to teach delegates the basics of the Freedom of Information Act 2000 (FOI) as well as the latest Government proposals to change it. This is our most popular FOI workshop and is suitable for FOI novices and beginners. Book early to avoid disappointment.

*"Very knowledgeable and entertaining trainer who brought the subject to life."*

**SC, London Councils**

*"Could not single out any aspect which I found least useful - All aspects were useful."*

**AP, East Sussex Fire and Rescue**

*"The speaker knew his subject and interacted impeccably with the group with real life scenarios."*

**NL, Harris Federation**

*"I found all of the course useful! Superb day, really brought FOI together for me."*

**DW, Birmingham CC**

*"This was an excellent course, comprehensive and important to anyone new to the FOI role."*

**DP, Royal Academy of Music**

*"This course is a must for anyone dealing with FOI requests in their day-to-day week."*

**KW, Coventry CC**

*"Excellent content and speaker. A very useful course for anyone who deals with FOI @ work."*

**MA, St Helens and Knowsley NHS Trust**

### VENUES, DATES AND BOOKING

Full list of dates and booking can be found on our website

[www.actnow.org.uk/courses](http://www.actnow.org.uk/courses)

### PROGRAMME - 10.00am to 4.00pm

#### Overview of the Act

- What is "recorded information?"
- Which organisations are covered?
- 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 Regs
- Re Use Regulations
- The Data Protection Act/GDPR

#### 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**

Delegates will be working through sector specific case studies and will be encouraged to discuss their own FOI requests and questions.

## INHOUSE TRAINING & CONSULTANCY



All our courses can be delivered at your premises and customised to the specific needs of your staff. Our in house training clients include most local authorities in the UK as well as many government departments, NHS bodies and public sector agencies. Please get in touch for a no obligation quote.

We also provide consultancy services on implementing all aspects of DP and FOI within your organisation and Information Sharing with partner organisations. Our consultants can come to you to conduct compliance audits and health checks, draft policies and procedures and ensure that you are following best practice and reducing risks. For a full list of clients, testimonials and courses. Please visit our website ([www.actnow.org.uk](http://www.actnow.org.uk)).

## FOI/EIR HELPLINE

The Act Now FOI Helpline is designed to assist busy public sector information professionals and in house lawyers deal with information law matters. Please visit our website for more details.

## LIVE AND INTERACTIVE ONLINE TRAINING

If you don't have the budget or time to attend our full day workshops then our online interactive training courses are for you. Learn from the comfort of your own desk for only £49 plus vat.

*"The Act Now webinars are an efficient and very cost effective training method. The trainers are highly experienced and well informed and always exceed my expectations in terms of improving my knowledge and understanding of the issues."*  
**LG, Somerset County Council**

*"Act Now's online training sessions are a wonderful cost effective and affordable way of attending a short training session. All of their trainers are very experienced, many with practical experience at the coal face, and can answer questions posed to them."*  
**LW, Leicester City Council**



## FORTHCOMING WEBINARS

- Data Protection: Introduction
- Data Protection Update
- FOI/FOISA: Introduction
- FOI/FOISA Update
- FOI and Datasets
- Privacy Notices
- Subject Access
- EIR Essentials
- RIPA Update
- CCTV and the Law
- Data Protection and HR
- FOI: Fees and Cost Limits
- Privacy Impact Assessments
- Email & Internet Monitoring
- Essential Information Security
- FOI & Commercial Information
- FOI and 3<sup>rd</sup> Party Personal Data
- How to be a Caldicott Guardian
- Data Processors and Contractors

## 3 WAYS TO BOOK

### Email

[info@actnow.org.uk](mailto:info@actnow.org.uk)

### TELEPHONE

01924 451054

### ONLINE

[www.actnow.org.uk/booking](http://www.actnow.org.uk/booking)



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