

# Freedom of Information The Exemptions

The exemptions in the Freedom of Information Act 2000 allow public authorities to protect information that if disclosed might cause unjustified harm to the authority, individuals or other bodies. However, applying them inappropriately can lead to adverse decisions from the Information Commissioner and reputational damage.

This workshop examines all the FOI exemptions in detail, highlighting key Commissioner and Tribunal decisions. We will also discuss what needs to be included in Refusal Notices.

“ An excellent course. Very informative. The trainer was engaging and helped to make the subject very interesting. I know that my new found knowledge will prove to be extremely useful in my work!

HB, Dorset and Wiltshire Fire and Rescue Service ”

**Cost £389** plus vat

Lunch and refreshments included

## Upcoming Dates 2020

London	06 Apr   26 May   01 Dec
Manchester	01 Apr   26 Jun   09 Sep   17 Nov
Belfast	20 Apr   12 Nov

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.

**INTRODUCTION TO  
FOI EXEMPTIONS**

Absolute and Qualified Exemptions  
Prejudice-based and  
Class-based Exemptions

**THE PUBLIC INTEREST TEST**

Factors to Consider  
Demonstrating in Refusal Notices

**NATIONAL SECURITY,  
CRIME AND SAFETY**

Exemptions covering National  
Security issues  
Prevention of Crime  
and Investigations  
Health and safety

**ADMINISTRATIVE  
EXEMPTIONS**

Accessible through other means  
Future Publication

**PERSONAL INFORMATION**

FOI and GDPR  
How the new personal data  
exemption works

**COMMERCE,  
CONFIDENTIALITY  
AND LEGAL ISSUES**

Information provided in confidence  
Commercial Interests  
The Economy, Audit Functions  
Legal Advice and Court Records

**COMMUNICATIONS  
BETWEEN INSTITUTIONS**

UK Bodies  
International Relations  
The Royal Household

**POLICY DEVELOPMENT  
AND SAFETY NETS**

Formulation of Government Policy  
Prejudice to effective  
Conduct of Public Affairs  
Prohibitions on Disclosure

**REFUSAL NOTICES**

Explaining how exemptions  
have been applied  
The Public Interest Test  
Complaints Procedures

**Other Products & Services**

**FOI Workshops**

**The Freedom  
of Information  
Act 2000**

**Environmental  
Information  
Regulations**

**FOI, Contracts  
and Commercial  
Confidentiality**

**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)

**Live Webinars**

**Good Records  
Management**

**Freedom of  
Information Update**

**FOI Rights  
and Responsibilities**

**Subject Access  
under GDPR**