

FOISA A-Z Guide

This interactive workshop is designed to teach delegates the basics of the Freedom of Information (Scotland) Act 2002. Decisions and guidance from the Scottish Information Commissioner and the Court of Session will also be discussed. This workshop is suitable for beginners who wish to increase their knowledge of FOISA.

“ The session was fantastic, I liked the more informal atmosphere rather than being ‘spoken at’. It was a great way to learn, having working examples and bouncing ideas off each other. The materials provided were very helpful and I’ll continue to refer to them in day-to-day work. Really useful, thanks for a great day!.

AW, University of Strathclyde ”

Cost £389 plus vat

Lunch and refreshments included

Upcoming Dates 2020

Edinburgh	21 May 19 Aug 16 Nov
Glasgow	25 Mar 10 Jul 19 Oc

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.

KEY ISSUES IN DEALING WITH REQUESTS

Life-cycle of a Request
Validating Requests
Vexatious and Repeated Requests
Duty to Advise and Assist
Format of Responses

FEES AND COSTS

How to Calculate Costs
Fees Notices

KEY EXEMPTIONS

Detailed explanation of the most commonly applied exemptions
Identifying Substantial Prejudice
Guidance and Case Law
Balancing the Public Interest

REFUSALS AND ENFORCEMENT

Refusal Notices
Appeals Process
Working with the Commissioner

PRACTICAL ISSUES

Raising Awareness
Information Searches

LINK WITH OTHER LEGISLATION

The GDPR
EIR Scotland
The Human Rights Act

LATEST HOT TOPICS

FOISA in the news
Revised s.60 Code of Practice
Self-Assessment Toolkits

Other Products & Services

GDPR Workshops

GDPR Handling Data
Subjects' Rights

The Data Protection
Act 2018

GDPR, PECR And
Direct Marketing

Data Protection
Impact Assessments

Live Webinars

Good Records
Management

Public Records
Scotland Act

FOISA Rights
and Responsibilities

Subject Access
under GDPR

FOI Workshops

Freedom of Information
(Scotland): The
Exemptions

FOISA: Contracts and
Commercial Confidentiality

Public Records (Scotland)
Act: The New Records
Management Plans