

| Course Title | Freedom of Information Act | Duration | Two Half day Sessions | General |
|-------------------------------|---|---|-----------------------|---------|
| Outcomes | By the end of this training, your delegate will: <ul style="list-style-type: none"> ✓ know how to deal with a request for information ✓ understand the exemptions from the duty to disclose information ✓ be familiar with enforcement and appeal arrangements ✓ be able to audit records to ensure compliance with the DPA | | | |
| Prerequisites | None | | | |
| Session | Aim | Content | | |
| Introduction | To explain the aims of the course and understand particular objectives of individuals | <ul style="list-style-type: none"> ◆ Introductions ◆ Understand the objectives and the process of the course ◆ Agree what outcomes are required | | |
| Information Requests | To know how to deal with a request under the Freedom of Information Act | <ul style="list-style-type: none"> ◆ Background to the act ◆ Rules for replying ◆ Statutory Requirements | | |
| Exemptions | To know the exemptions from the duty to disclose | <ul style="list-style-type: none"> ◆ Exemptions ◆ Similarities with the Data Protection Act ◆ Using an Exemption | | |
| Enforcement | To be familiar with the enforcement and appeal arrangements within the act | <ul style="list-style-type: none"> ◆ Enforcement for failure to comply ◆ Appeals against decisions ◆ Personal Liabilities ◆ Corporate Liabilities | | |
| Compliance | To be able to audit records to ensure compliance with the Data Protection Act | <ul style="list-style-type: none"> ◆ Compliance with the Act ◆ Checking wording used by staff | | |
| Book this course now : | | | | |
| Cost | Price Code A | | | |
| To book this event | ITS Training (UK) Ltd, 21-22 Oliver House, Hall Street, Chelmsford, Essex, CM2 0HG Tel: 08454 300 262 e-mail: bookings@its-training-uk.com | | | |