



COURSE PROGRAMME

Freedom of Information: Complete Beginners

- 9.15** Coffee and Registration
- 9.30** Background to Access to Information Legislation
- Overview
 - Freedom of Information Act
 - Interface with the Data Protection Act
 - The Environmental Information Regulations
 - Re-use of Public Sector Information
- 10.40** Exemptions and Exceptions
- What they are
 - The Prejudice Test
 - The Public Interest Test
 - Managing requests
 - Systems and Processes
 - FOI exemptions and EIR exceptions a year on
- 11.00** Coffee
- 11.15** Managing Requests
- Systems and Processes
 - FOI exemptions and EIR exceptions
- 11.45** Impact on the Organisation
- Corporate Accountability
 - Training and Awareness-raising
 - Records Management
 - Fees and charging
 - Systems and procedures
- 12.10** The Role of the Information Commissioner
- Enforcement
 - Guidance
 - Awareness-raising
 - Decision Notices
- 13.00** Lunch
- 13.30** How the Exemptions and Exceptions are being used
- 13.45** Scenario
- Cases
 - Discussion
 - Mini Scenarios
- 14.00** The Impact of the recent decisions by the Information Commissioner and the Information Tribunal on the organisation
- 15.00** Tea
- 15.15** Discussion, Cases and Action Plans
- 16.00** Close