



FREEDOM OF INFORMATION UPDATE

Latest Decisions and the Public Interest Test

Under the Freedom of Information Act 2000 (FOI), every month there are around fifteen decisions published by the Information Commissioner and two or three by the Information Tribunal. This workshop examines all the latest decisions and guidance and applies them to real life scenarios. It is also packed full of exercises designed to teach delegates the key factors to be considered when making decisions about exemptions and the Public Interest Test. Time will also be devoted to practising the drafting of Refusal Notices, a subject which the Information Commissioner has drawn attention to in his decisions.

Manchester - 1st April, 4th December 2008
Belfast - 3rd July 2008
London - 6th March, 2nd December 2008

£245 + vat

Full details of each venue can be downloaded from our website.

Programme – 10am to 4pm

Key exemptions under FOI

- Absolute or Qualified?
- Class based or prejudice based?
- What is "prejudice?"
- Detailed explanation of each exemption
- Balancing the Public Interest
- Common misconceptions

Latest decisions and cases on each exemption

- Information Commissioner
- Information Tribunal
- High Court

Refusing requests

- Drafting Refusal Notices
- Complying with section 17
- Appeals process

Common queries

- When is information "held?"
- Access to personal data
- Salaries and expenses
- Contracts and tenders
- Dead peoples' information
- Vexatious requests
- Job evaluation information
- Internal e mails
- Draft reports

The Public Interest Test

- What is it?
- Factors to consider in each exemption
- How to demonstrate it in Refusal Notices
- Who decides?

Speakers: Ibrahim Hasan and Tim Turner

Both are well known trainers and writers in this field with many years of public sector experience. They are on the editorial board of an international FOI journal and have lectured on this topic throughout the UK and abroad.
Full biographies can be read at www.actnow.org.uk.

Who Should Attend?

This practical workshop is suitable for all those who are in charge of FOI compliance and advice within an organisation and who wish to update their knowledge including:

- Lawyers
- FOI co-ordinators
- Data protection officers
- Complaints officers
- Auditors
- Press officers
- Records managers
- Archivists
- Librarians

STOP PRESS – NEW FOI AUTHORITIES!

The Government has recently announced a consultation to consider new organisations to be added as Additional Public Authorities subject to FOI. These will be organisations that perform a public function or provided contracted out public authority functions. These could include:

- Housing associations
- Leisure trusts
- Schools PFI providers
- Housing maintenance companies
- Some charities
- Waste management companies

This course is ideal for those preparing form FOI implementation within such organisations

BASIC FOI WORKSHOP
An A to Z Guide

Manchester - 25th February, 11th November 2008
Belfast - 2nd April 2008
London - 7th February , 1st July 2008

The Freedom of Information Act 2000 (FOI) gives anyone the right to access any recorded information held by 130,000 public authorities. Suitable for beginners and those with very little knowledge of FOI, this very popular workshop is packed full of exercises and real life case studies designed to teach delegates the basics of the Act and the exemptions. Decisions and guidance from the Information Commissioner and the Information Tribunal will be discussed. This, together with the expert tutors' knowledge and public sector experience, is guaranteed to make a very worthwhile learning event.

More Details at www.actnow.org.uk

Accredited for 4.5 CPD points by:

The Law Society (CJP/ANTL)
The Institute of Legal Executives (ILEX)

MORE INFORMATION LAW RESOURCES

Act Now Training is the UK's leading provider of courses on information law and information management for the public sector. We have a wide range of resources and articles on our website and all are completely free:

Free Information Law Newsletter

Act Now publishes a free quarterly e mail newsletter on all aspects of information law/information management. It is packed full of the latest stories, articles and links relating to data protection, freedom of information, surveillance law and records management. With almost 5,000 subscribers, it is the most popular newsletter of its kind for the public sector.

Freedom of Information Podcast by Ibrahim Hasan

The UK's first and only freedom of information podcast. Listen to Ibrahim talk about the latest FOI decisions from the Information Commissioner and the Information Tribunal. Listen to guest interviews and download previous scripts. This resource has been reviewed in the Times and is the best way to keep up top date with the latest developments in FOI law and practice.

Full details on our website www.actnow.org.uk

MORE TRAINING COURSES

We provide external as well as customised in house training for your organisation at a very competitive price. Our other courses include:

- Data Protection
- Freedom of Information
- Environmental Information Regulations
- RIPA and Surveillance Law
- Records Management
- Email and Internet Monitoring
- Surveillance Techniques
- Re Use of PSI Regulations
- Internet Law
- Information Security
- Contract Drafting
- Anti Social Behaviour Orders (ASBOs)
- Giving Effective Evidence
- Writing Witness Statements
- Local Authority Prosecutions
- Employment Law

A list of our courses, in house clients and testimonials can be read on our website: www.actnow.org.uk Contact us to discuss your training needs on 01924 451054 or by e mail : info@actnow.org.uk

BOOKING FORM

Delegate(s) Details - Please complete in BLOCK CAPITALS			
Delegate Name(s)			
Course Title, Venue & Date			
Organisation			
Full Address			
Phone and Fax Numbers		Email :	
Invoice address (if different)			
Our Reference (if any)		Purchase Order Number	

Four easy ways to book

- Phone** on **01924 451054**
- Fax** your booking form to **01924 451129**
- Post** your booking form to Act Now Training Ltd, 64 Bradford Road, Dewsbury, WF13 2DU
- Book Online** at www.actnow.org.uk where additional information incl. venue maps are available

Fee: The fee is inclusive of refreshments, lunch and course documentation. Overnight accommodation is not included.

Booking Conditions: You will receive an invoice and venue details by post within a few working days. If you are booking within 7 days of the event we recommend you contact us to check your booking has been received. Cancellations will only be accepted 30 calendar days before the event no matter when you booked your place. After this date the full fee is payable. Substitute delegates are welcome at any time without additional charge. We reserve the right to cancel the event or change the venue or speakers due to circumstances beyond our control.

Disabilities & Special Needs: If you have any specific requirements please notify us and we will be happy to make reasonable adjustments.

Data Protection: We will use your information for administering your attendance at Act Now training courses and to keep you informed of future Act Now events. If you do not want us to do this please let us know. We do not share your details with any other organisation. A full privacy policy can be read on our website.