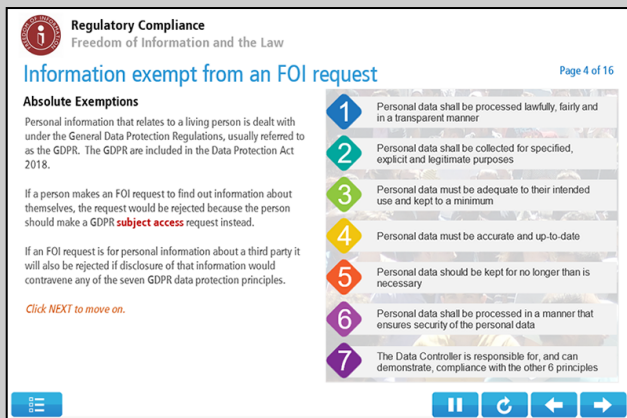


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Information exempt from an FOI request

Absolute Exemptions

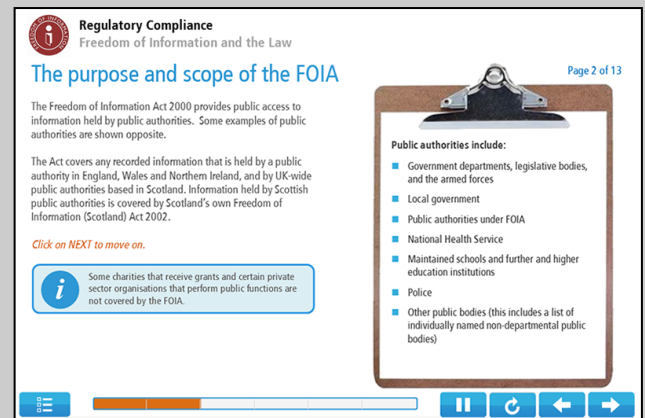
Personal information that relates to a living person is dealt with under the General Data Protection Regulations, usually referred to as the GDPR. The GDPR are included in the Data Protection Act 2018.

If a person makes an FOI request to find out information about themselves, the request would be rejected because the person should make a GDPR **subject access** request instead.

If an FOI request is for personal information about a third party it will also be rejected if disclosure of that information would contravene any of the seven GDPR data protection principles.

Click NEXT to move on.

- 1 Personal data shall be processed lawfully, fairly and in a transparent manner
- 2 Personal data shall be collected for specified, explicit and legitimate purposes
- 3 Personal data must be adequate to their intended use and kept to a minimum
- 4 Personal data must be accurate and up-to-date
- 5 Personal data should be kept for no longer than is necessary
- 6 Personal data shall be processed in a manner that ensures security of the personal data
- 7 The Data Controller is responsible for, and can demonstrate, compliance with the other 6 principles



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The purpose and scope of the FOIA

The Freedom of Information Act 2000 provides public access to information held by public authorities. Some examples of public authorities are shown opposite.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.

Click on NEXT to move on.

Some charities that receive grants and certain private sector organisations that perform public functions are not covered by the FOIA.

Public authorities include:

- Government departments, legislative bodies, and the armed forces
- Local government
- Public authorities under FOIA
- National Health Service
- Maintained schools and further and higher education institutions
- Police
- Other public bodies (this includes a list of individually named non-departmental public bodies)

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The Freedom of Information Act 2000 provides public access to information held by public authorities.

Our training explains the purpose of the Act, the organisations that it applies to, who can to make data requests, how requests are made and how they are processed. This Freedom of Information online training course is primarily aimed at any individual who works for a Public Authority or whose employer has dealings with a public authority.

The approximate duration of this training is 1 hour.

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Freedom of Information and the Law

1. THE PURPOSE AND SCOPE OF THE FOIA

- The purpose of the FOIA.
- Examples of organisations that the FOIA applies to.
- The types of information that can be requested.
- Who can make an FOI request.
- The benefits for organisations subject to the FOIA.
- An example of a situation where an FOI request might be handled under different regulations.

2. INFORMATION EXEMPT FROM AN FOI REQUEST

- Examples to distinguish between absolute and qualified exemptions from FOI requests.
- What is meant by being 'in the public interest'.
- The two-stage process for determining if an FOI request should be refused.

3. MAKING AND FOI REQUEST

- The key steps in the process for making an FOI request.
- Actions that you can take to reduce the time, cost and resources used to obtain information.
- The time period within which most requests should be dealt with.
- What happens if you challenge a failed FOI request.
- Two examples of what is meant by using the information received from an FOI request responsibly.

4. DEALING WITH AN FOI REQUEST

- The two duties the FOIA places on a public authority when an FOI request is received.
- The process for dealing with requests.
- An example of when a request might be refused.
- When the information requested must be provided.