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## **FREEDOM OF INFORMATION ACT – AN OVERVIEW**

### **OVERVIEW**

This course provides a good overall introduction to the legislation's basic principles and gives advice on compliance with the Act's requirements. This course is suitable for anyone requiring a general overview of the Freedom of Information Act.

This session is delivered in a 3 hour training session.

### **NUMBER OF DELEGATES**

A maximum number of 15 delegates per course.

### **COST**

Each delegate will receive:-

- A copy of all slides and course material (Copyright Bulwark Consulting 2007)
- A certificate of attendance
- Opportunity to ask questions relating to current issues within their organisation

Please contact [enquires@bulwarkconsulting.com](mailto:enquires@bulwarkconsulting.com) regarding the cost for this course or a course designed specifically for your organisational needs.

### **PREREQUISITES**

No previous experience or knowledge is required.

### **WHO SHOULD ATTEND?**

This course is suitable for anyone requiring a general overview of the Freedom of Information Act including, Data Protection Leads, Freedom of Information Lead, Security Managers, IT & System Managers, HR Managers, Patient Advisory Liaison Service Officers (PALS), Senior Administrative staff and Communications Officers.

## **DELEGATES WILL UNDERSTAND**

- The purpose and use of the Publication Scheme
- The practical application of the Freedom of Information Act
- What is not covered by the FOI Act
- How to deal with requests for information lawfully
- A basic understanding of the interface between FOI and the Data Protection Act.
- Practical application of the exemptions
- Recording and managing information
- How to deal with a request for information

## **OUTLINE**

- Background to the FOI Act
- Exemptions
- What to include in a publication scheme
- The rights of access
- How to deal with an access requests
- What information the FOI Act covers