



Handling Freedom of Information and Environmental Information Regulations Requests

FOIMan Workshops, Training Courses and Briefings are designed to meet your needs, and help your staff to better understand their obligations under information rights laws including the Freedom of Information Act (FOIA), the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This workshop looks at the requirements of FOIA and the Environmental Information Regulations (EIR), along with some of the practical implications of those requirements. We will identify what needs to happen as soon as a request is received, and explore ways to manage the burden of ever increasing FOI requests. Sometimes information needs to be withheld, so we will examine the exemptions in FOIA and EIR, and look at how they should be applied. It is important not to ignore the EIR as the regulations apply to a surprisingly broad range of information, so the similarities and differences between the two laws will be discussed. All sessions include briefings from the speaker on the subjects discussed, together with activities such as case studies and quizzes. There will be plenty of opportunities for questions during the sessions, ensuring that your staff will leave the training with a better understanding of how FOIA affects them.

The day will be broken up as follows:

10.00 – 11.15	Overview of FOIA; key facts; the ICO and complaints; FOI Triage
11.15 – 11.30	Coffee/Tea break
11.30 – 12.45	Managing the burden – including vexatious requests and cost limits; Environmental Information Regulations
12.45 – 1.30	Lunch
1.30 – 2.45	Applying exemptions and exceptions; the public interest test
2.45 – 3.00	Coffee/Tea break
3.00 – 4.15	Practical aspects of FOIA: refusal notices; copyright and re-use; redaction; internal reviews

The above programme can be customised to meet your needs. For example, if you just want a half-day workshop, just choose which subjects from the above you would like to be covered.

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The Speaker

Paul Gibbons is the author of *The Freedom of Information Officer's Handbook*, published by Facet Publishing in 2019. Best known for his FOIMan blog, he also writes for the Freedom of Information Journal and has featured in the Daily Telegraph, Times Higher Education and on BBC Radio. Paul has been delivering training courses for a diverse range of organisations in data protection, freedom of information and other subjects for the last 7 years. Previous clients include the Ministry of Housing, Communities and Local Government, the Isle of Man Government, the Association of Colleges, local authorities across the UK, universities, charities and housing associations. Paul is able to draw on 25 years of experience in the information management arena, during which time he has been employed in a range of organisations including a pharmaceutical company, the UK Parliament (as Parliamentary Records Manager), the Greater London Authority, local government, a hospital and in higher education.

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