

Freedom of Information Act 2000

Course length: 45 mins*

Course Code: 103080BT002

This course enables you to deal appropriately with requests for information that are affected by the Freedom of Information Act 2000.

Benefits for the Learner

This course has been developed to help you to understand how the Freedom of Information Act 2000 affects requests for information. It explores the different types of information that may be requested under the Act and will help you to determine which information is routinely available, which requires specific action and which is exempt from the provisions of the Act.

Benefits for the Business

The right under the Freedom of Information Act to request information held by public authorities (known as “the right to know”), came into force in January 2005. Any failure on the part of an organisation to deal correctly with requests for information is likely to have serious consequences.

This course will ensure that any of your employees who receive requests for information under the Act have the necessary skills and knowledge to deal with them confidently and appropriately.

What Does the Course Cover?

- The purpose and aims of the Act
- The benefits and disadvantages of the Act
- Context with the Data Protection Act
- Publication Schemes under S.19
- Individual Access Requests under S.1
- Time limits for dealing with requests
- Requests not requiring compliance
- Absolute and qualified exemptions
- The public interest test

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 45 minutes to complete.

*Courses are accessible for six months from the date of purchase.