

# Access to Information

- You've been thinking about Freedom of Information for some time...
- You've neglected Data Protection Training for nearly a year...
- You have hundreds if not thousands of staff who need a basic understanding of the right of access to information.
- Your trainers are not experts in this field...
- ...Your DP and FOI experts are not trainers.

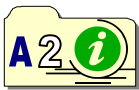
**This newly developed course may help you.**



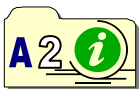
A2i is access to information awareness training for your staff. It covers Data Protection Act, Freedom of Information Act and Environmental Information Regulations. It also covers RIP Act and the right to Privacy.



It uses powerpoint, video and DVD, case studies and question & answer sessions. It is suitable for all levels of staff. It's delivered in plain English and avoids legal jargon. The course is designed to be delivered at your premises.



It lasts half a day; you can offer two such courses in a day. As you control the number of attendees you can put many staff through the course in a day. 100 attendees in a day is achievable.



Using your existing training rooms or local hotels booked by you there are few expenses to worry about. Your staff only spend half a day away from work. None of your staff claim travelling expenses. The trainer comes to you.

## **How much does it cost?**

£475 per course plus reasonable expenses. Train up to 50 people for approx £10 each. Buy a series of 10 or more courses in a year and there's a 15% reduction. Invoicing and payment can be tailored to your requirements.

## **Who's the trainer?**

Paul Simpkins, previously Senior Policy Officer at Bradford Metropolitan Council with over 12 years of experience as a Data Protection Officer and 5 years of preparing for Freedom of Information Act. He's also an examiner for the British Computer Society certificates in Data Protection & Freedom of Information and co-chair of the Yorkshire and Humberside Data Protection Forum. He's a regular speaker at conferences and courses on this subject. He's been delivering interesting and informative training for many years.



## **What do I do next?**

Contact me by email at [paulsimpkins@btinternet.com](mailto:paulsimpkins@btinternet.com) or see more at [www.paulsimpkins.com](http://www.paulsimpkins.com)