

# Freedom of Information Training



- When did the Act come into force?
- Who does it affect?
- Are confidential papers covered?
- How much can I charge?
- Isn't anything exempt from this act?
- What are the penalties for non compliance?
- Has anyone ever been prosecuted?
- What are my obligations as an employer?

This course offers freedom of information training for your staff. It covers the Act itself, Environmental information and Re-use of Public Sector Information and associated legislation.

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 3 hours with a coffee break half way through (you supply the coffee and biscuits); 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. 80 to 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?

I work on a daily rate of £1,100 plus reasonable expenses. This allows two courses in one day. If you only require a half day the rate is £700 plus expenses. Buy a series of 10 or more courses in a year and there's a further 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 certificate in 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)