XCELERATE TRAINING INSTITUTE

your learning & development partner

PUBLIC SECTOR MANAGEMENT

Freedom of Information and Privacy Protection Training Program

DURATION	LANGUAGE	FORMAT
5 days	**English**	**Classroom / Online**

Upcoming dates

Dates	Venue	Format	Fee
3 – 7 May 2027	Live online	Online (live)	**€1,200**
14 – 18 Jun 2027	Bahrain	Classroom	**€4,800**
8 – 12 Nov 2027	Live online	Online (live)	**€1,200**

Register or ask a question

Online: x8ti.com/course/freedom-of-information-and-privacy-protection-traini…

+491631686678 · info@x8ti.com

Freedom of Information and Privacy Protection Training Program

Introduction

This course by Xcelerate Training Institutes Act grants the public the right to access information held by government agencies. These agencies are obligated to disclose certain information about their operations and make it available to the public. Conversely, citizens can request information from these agencies.

The Act covers recorded information held by government agencies. However, these agencies are not required to create new data upon request unless it's already stored in an accessible format. Not all public entities are subject to this law. For example, charities are exempt from disclosing financial or operational information.

Information can be in various formats, including documents, electronic files, correspondence, images, and audio/video recordings. Due to the sensitive nature of government data, information requests must follow specific procedures and be submitted formally.

While promoting transparency and accountability, information sharing requires careful management to balance accessibility and security. This practice can reduce corruption and increase public participation. However, it's vulnerable to misuse, necessitating strict controls and responsible handling of requests.

Successful implementation depends on proper data management, efficient sharing, and accurate handling. E-governance can streamline processes, standardize rules, and improve service delivery.

This course will provide comprehensive knowledge about the Freedom of Information Act and its effective implementation. By completing the course, participants will be able to implement the Act within their organizations, contributing to increased transparency and accountability. Participants will also gain expertise in secure information management and the ability to identify and address potential misuse.

Learning Objectives

This course aims to equip public sector professionals with:

- Comprehensive understanding of freedom of information laws and practices.
- Skills to manage large datasets.
- Proficiency in using modern tools for secure information management.
- Ability to distinguish between valid and invalid requests.
- Knowledge of strategies to address challenges in information sharing.
- Clear understanding of the scope of freedom of information.
- Experience in successful implementation of freedom of information.
- Enhanced capabilities for career advancement.

Training Methodology

Training is customizable based on participant needs. It includes presentations, group discussions, role-playing, case studies, and experiential learning. The course follows a Do-Review-Learn-Apply model.

Benefits for Your Organisation

Organizations benefit from:

- Successful implementation of freedom of information.
- Improved information security and confidentiality.
- Modern information storage systems.
- Increased transparency and accountability.
- Enhanced public trust.
- Adherence to international standards.
- Faster processing of information requests.

Benefits for You

Participants benefit from:

- Comprehensive knowledge of information sharing laws and practices.
- Improved skills in information management.
- Enhanced ability to process information requests efficiently.
- Better judgment in handling information requests.
- Improved strategic thinking and decision-making.
- Increased contribution to public trust.
- Career advancement opportunities.

Who Should Attend

- Senior management in public sector organizations
- Auditors and compliance officers
- Legal officers and advisors
- Human resource professionals
- Financial advisors and those handling sensitive data
- Other interested individuals

Course Outline

Freedom of Information and Privacy Protection Certification

This course focuses on implementing freedom of information principles.

Freedom of Information Fundamentals

- The public's right to access government data.
- Ensuring fair and impartial treatment in information requests.

- Limiting requests to existing recorded information.

Building Effective Information Systems

- Providing guidance to public officials.
- Creating systems to encourage compliance with information laws.
- Improving record-keeping practices.

Monitoring Implementation

- Regular reporting to the legislative body.
- Proposing improvements to information laws.
- Periodic legislative review of information laws.

Benefits of Open Government

- Reducing corruption.
- Protecting fundamental human rights.
- Increasing transparency and accountability.
- Enhancing security.
- Improving government efficiency.
- Better decision-making.
- Stimulating economic growth.
- Strengthening democracy.

Challenges in Information Sharing

- Verifying the legitimacy of information requests.
- Managing and preserving information.
- Balancing openness with data protection.
- Developing the skills of personnel handling sensitive information.

Valid Information Requests

- Requests must be in writing.
- Requestors must provide their full name.
- Requestors must include a mailing address.
- Requests must clearly describe the desired information.

Effective Request Management

- Proactively publishing data.
- Using modern technology.
- Maintaining clear communication.
- Establishing information disclosure standards.
- Implementing a clear fee structure.

Principles of Freedom of Information Legislation

- Maximizing public access to information.
- Mandating the publication of essential information.
- Promoting open government.

- Clearly defining exceptions to disclosure.
- Ensuring fair and timely processing of requests.
- Controlling costs associated with information requests.
- Protecting whistleblowers.

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Registration Form

Freedom of Information and Privacy Protection Training Program

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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Email this form
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Register online
Open the course page