

# Freedom of Information



Free Training for UNISON Members



## Using Your Freedom of Information Rights Free Training for Requesters

Delivered by the Campaign for Freedom of Information in Scotland  
for UNISON Scotland

- Do you want to learn how to use the Freedom of Information (Scotland) Act? Are you already using the Act, but want to know about how to use it more effectively?
- Do you want to learn how to use the Environmental Information Scotland regulations? Are you already using them, but want to know about how to use them more effectively?
- Do you want to learn how to use the UK Freedom of Information Act? Are you already using the Act, but want to know about how to use it more effectively?
- Do you want to learn how to use the UN Sustainable Development Goals (SDGs) provisions on access to information? Do you want to know about how to use them more effectively?
- Do you want to learn how to use the Human Rights Act's provisions on access to information? Do you want to know about how to use it more effectively?

The Campaign for Freedom of Information in Scotland is running a two-hour course for FoI requesters online. The course, for UNISON members and staff, will introduce the legislation, covering both the Freedom of Information (Scotland) Act, the parallel Environmental Information (Scotland) Regulations and the UK Freedom of Information Act. The course will also examine the impact of the SDGs and Human Rights law on enforceable access to information rights.

The short course will also update participants on Scottish Government reporting on its duty to comply with FoI law during COVID 19 to ensure transparency and accountability is as good as it can be.

The course will explain:

1. What information you are entitled to – and from whom
2. How to make an effective request
3. Key pitfalls and how to avoid them
4. What authorities should do to help you
5. When requests can be refused on cost grounds
6. How the Act's exemptions and the public interest test work
7. Challenging refusals
8. The impact of the SDGs and human rights law on policy, duties and rights

The course will provide you with information to take away including:

- Case Studies
- Top Tips and Information Checklist

A more in depth Digging Deeper version is an option for those with more experience of making requests. If dates for either below are not suitable, please register your interest for a likely future block of dates.

### **Course dates**

Introduction to FOI: **Wed 5 May** 10am-12noon; **Sat 8 May** 10am-12noon;

**Wed 19 May** 6pm-8pm; **Fri 21 May** 1pm-3pm.

FOI – Digging Deeper: **Thurs 20 May** 2pm-4pm.

Venue: Teams (Accessible via hyperlink. Teams account not necessary.)

Price: Free, due to funding from UNISON Scotland

Register at Eventbrite via CFoIS website: [www.cfois.scot/unison-training/](http://www.cfois.scot/unison-training/)

For further information contact [UnisonTrain@cfois.scot](mailto:UnisonTrain@cfois.scot)

### **About CFoIS**

CFoIS was established in 1984 to improve public access to official information, to secure the legal right to access information and to enforce that right. The initiative came from the Scottish Consumer Council. CFoIS is run by volunteers and organises the twice yearly Scottish Public Information Forum to increase engagement with rights holders and duty bearers. CFoIS also offers comment and scrutiny on law and policy, when resources allow, as well as encouraging people to be 'rights aware'.

**For more information contact:** CFoIS [www.cfois.scot/](http://www.cfois.scot/) [info@cfois.scot](mailto:info@cfois.scot) @CFoIScot