

The Privacy Act and the Freedom of Information Act Training

Course Number: 1046

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Support your understanding of the Freedom of Information Act (FOIA) and the Privacy Act (PA) request process. This course will help you learn how to properly safeguard records, while increasing your skill at properly releasing records to the public.

Intended Audience

This course is designed for government personnel who require knowledge of the Freedom of Information Act and Privacy Act request process, best practices for safeguarding necessary information, and a depth of skill in releasing records.

Client-Provided Facility Requirements

- 1 computer per student with Internet and Microsoft Office 2010
- Internet required for instructor computer

Course Learning Objectives

- Identify the purpose and objectives of the Privacy Act and the Freedom of Information Act
- Apply best practices to keep personal and corporate information private
- Determine the treatment of undisclosed records based on exemptions and exceptions
- Apply procedural requirements to respond to requests for information and challenging cases
- Determine the proper procedures for preparing records for release
- Determine how and when to charge fees for PA and FOIA requests
- Process a request from receipt to the release of the record

Course Schedule

DAY ONE	
MORNING	Lesson 1: Background and History
	Lesson 2: Safeguarding Information
LUNCH	
AFTERNOON	Lesson 3: Exceptions and Exemptions in the Request Process

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DAY TWO	
MORNING	Lesson 3: Exceptions and Exemptions in the Request Process, continued
	Lesson 4: Receiving and Processing Requests
LUNCH	
AFTERNOON	Lesson 5: Releasing Records

DAY THREE	
MORNING	Lesson 5: Releasing Records, continued
LUNCH	
AFTERNOON	Lesson 6: Fees Associated with Requests
	Lesson 7: Course Capstone
	Course Evaluation

Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion, case study, action planning

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

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Prerequisites

There are no prerequisites for this course.

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

Courses

- [Ethics in Federal Contracting](#)
- [Federal Contract Law](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/1046>

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