Data Protection People

Information Rights Requests

New Course 2023

"Empowering Minds, Safeguarding Data: Unleash Your Potential with Data Protection People"

Course Summary

The Information Rights Requests training course provides a comprehensive exploration of information rights, their impact, and practical considerations. Participants will gain an understanding of legal frameworks, key principles, and best practices. Topics covered include handling requests, individual data protection rights, refusal criteria, subject access requests, integration with FOI/EIR, and effective records management. By the course's end, participants will be equipped with valuable insights and practical skills to confidently navigate information rights requests. Compliance, transparency, and efficient information handling will be emphasised, empowering participants to excel in this critical field.

Learning Objectives
Key Learning Objectives for this course are:

1. Understand the importance of information rights in promoting transparency, accountability, and data protection.

2. Identify and navigate the legal frameworks and key principles governing information rights.

3. Apply best practices for receiving, managing, and responding to information rights requests effectively and in compliance with relevant regulations.

4. Comprehend the rights individuals have regarding the protection and control of their personal data under applicable legislation.

5. Evaluate and make informed decisions when refusing information rights requests based on cost, vexatiousness, or repetition.

6. Demonstrate knowledge and proficiency in handling subject access requests and ensuring compliance with data protection regulations.

7. Navigate and address potential conflicts between Freedom of Information (FOI)/Environmental Information Regulations (EIR) and data protection laws.

8. Develop and implement robust records management systems and policies for efficient information handling and compliance.

9. Apply critical thinking and problem-solving skills to real-world scenarios related to information rights requests.

10. Communicate effectively with stakeholders, providing clear and concise information regarding information rights and their practical implications.

Course Details and Topics Covered

1. Introduction to information rights:

In this section of the course, we will explore the concept of information rights and their significance in promoting transparency, accountability, and data protection. Gain an understanding of the legal frameworks and international conventions that govern information rights.

2. The right of access to public information:

Here we will examine the legal provisions and requirements that enable individuals to access public information. Understand the obligations and responsibilities of public bodies in facilitating access to information. Dive into case studies showcasing successful access to public information.

3. What are Publications Schemes?

Discover the purpose and implementation of publications schemes, which promote proactive disclosure of information. Learn how to develop effective publications schemes and evaluate their benefits and challenges.

4. Receiving a request – 10 key questions:

Learn the essential considerations when receiving an information rights request. Develop strategies for gathering relevant information and documentation to provide timely and compliant responses. Explore practical techniques for managing and prioritising requests effectively.

1. What type of information rights request has been received? (e.g., access, rectification, erasure)

2. Who is the requester, and how can we verify their identity?

3. What specific data or information does the requester want to access or modify?

4. What is the scope of the request? (e.g., a specific time period or data source)

5. Is there a deadline for responding to the request in accordance with data protection laws?

6. What are the legal obligations and requirements related to this type of request?

7. Is there a need to consult with legal or compliance teams before responding?

8. How will the organisation collect and organise the relevant data and documentation?

9. How will sensitive or confidential data be handled to ensure data privacy and security?

10. How will the organisation communicate the response to the requester

5. Refusing an entire request (cost/vexatious/repeat):

Understand the criteria for refusing information rights requests based on factors like cost, vexatiousness, or repetition. Navigate the legal considerations and best practices associated with refusing requests. Analyse real-life examples demonstrating valid reasons for refusal.

6. Data Protection – Individual rights:

6.1 Rights to information (Art: 13&14, 15&20):

Explore individuals' rights to be informed and access their personal data. Study the rights related to rectification and erasure of personal data. Engage with case studies illustrating the practical application of these rights.

6.2 Rights affecting information (Art: 16&17):

Delve into the rights affecting the information itself, including the right to restriction of processing and the right to object to processing. Examine practical examples showcasing the exercise of these rights.

6.3 Rights affecting processing of personal data (Art: 7&21, 18, 19, 22):

Investigate the rights that impact the processing of personal data, such as the right to withdraw consent and rights related to personal data portability and profiling. Analyse real-world scenarios to understand how these rights are implemented.

6.4 Rights to remedies and compensation (Art: 77-79, 82):

Explore the remedies available to individuals in case of data protection violations and the mechanisms for seeking compensation. Examine notable cases and their outcomes to understand the practical implications of these rights.

7. Data Protection – Individual rights – Subject Access:

Gain a comprehensive understanding of subject access requests, their specifics, and associated processes. Learn how to handle subject access requests effectively, ensuring compliance with data protection regulations. Engage in practical exercises and case studies to enhance your skills.

8. How FOI/EIR work alongside DPA:

Understand the interplay between Freedom of Information (FOI), Environmental Information Regulations (EIR), and data protection laws. Analyse the overlapping issues and conflicts that may arise between these frameworks. Develop strategies for managing the coexistence of FOI/EIR and data protection effectively.

9. Records Management:

Recognise the crucial role of records management in handling information rights requests. Learn best practices for organising, storing, and disposing of records. Develop skills in implementing robust records management systems and policies for compliant and efficient information handling.

Who Should Attend?

- Data Protection Officers (DPOs)
- Department Heads
- Privacy and Compliance Professionals
- Legal and Regulatory Experts
- Any individuals responsible for handling information requests

Delivery

Duration: 6 Hours

Delivery Method: Microsoft Teams / In-House*

*On-site – We will bring the course to your location and deliver it. A minimum of 12 participants is required for on-site delivery.

Contact Us

To acquire additional information about this course, reserve your spot, or explore other courses provided by Data Protection People, please get in touch with us at:

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