COURSE SYLLABUS

Freedom of Information and Privacy Acts Course (Self-Paced)

Learn to handle Freedom of Information Act (FOIA) and Privacy Act (PA) requests while balancing transparency and confidentiality.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/freedom-of-information-and-privacy-acts-course-self-paced



support@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: The Freedom of Information Act (FOIA)

- Understand the purpose, scope, and applicability of FOIA in federal agencies.
- Learn the procedures for submitting and processing FOIA requests.
- Identify the nine FOIA exemptions and three exclusions, and when they apply.
- Review timelines, appeal processes, and agency responsibilities for compliance.

Module 2: The Privacy Act

- Understand the objectives and scope of the Privacy Act in protecting personal information.
- Identify requirements for collecting, maintaining, and disclosing records in federal systems.
- Learn about system of records notices (SORNs) and how they support compliance.
- Review exemptions, individual rights, and agency obligations under the Act.