

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 in Live Online and onsite training is 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>



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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.