

SFJ ZA13

Ensure organisational compliance with Freedom of Information legislation



Overview

This unit is about ensuring organisational compliance with Freedom of Information (FoI) legislation. This involves responsibility for developing and promoting policy and practices relating to the organisation's compliance with FoI, influencing the application of policy, and quality assuring the delivery of services related to FoI.

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Performance criteria

Ensure organisational compliance to the requirements of Freedom of Information legislation and associated codes of practice

You must be able to:

- P1 Establish corporate standards and working practices and ensure statutory obligations are met
- P2 Interpret the legislative requirements of the FoI legislation to inform and influence Senior Management to ensure organisational compliance to these requirements
- P3 Recognise and manage risks associated with FoI decisions in line with organisational risk strategies
- P4 Give appropriate advice and guidance to policy leads to ensure compliance is built into and enforced by sound business procedures
- P5 Quality assure and assess procedures that involve provision of information both reactively and proactively
- P6 Liaise with regulatory bodies and agencies in accordance with the requirements of the legislation
- P7 Write and implement FoI legislation policies and procedures
- P8 Promote FoI awareness across the organisation
- P9 Ensure that all policies and procedures comply with relevant FoI legislation
- P10 Ensure that relevant guidance is taken into account
- P11 Ensure appropriate mechanisms are in place for identifying, reporting, investigating and resolving breaches and offences

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Knowledge and understanding

You need to know and understand:

- K1 The scope and application of legislation, case law and decision notices in relation to FoI and the mechanisms for its updating and amendment
- K2 The roles and responsibilities of those involved in processing information requests
- K3 Techniques for influencing and negotiating with internal and external **stakeholders**
- K4 The organisational processes and purpose for processing information
- K5 The process for investigation and resolution of claims related to non-compliance
- K6 The organisational structure in relation to departmental interfaces and authorities to exchange information
- K7 How to build and manage relationships
- K8 How to present information to different **stakeholders**
- K9 Data handling requirements and Records Management procedures
- K10 The impact of current national and international legislation on the organisation and its activities in relation to data
- K11 The implications of non-compliance for individuals and the organisation

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Scope/range related to knowledge and understanding

Stakeholders

- 1 Public interest groups
- 2 Regulators
- 3 Senior management
- 4 Legal representatives
- 5 Media
- 6 Members of the public
- 7 Internal departments
- 8 Other public authorities
- 9 Contractors/suppliers to public authorities

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