



Preparing for FOI event – Privately managed prisons

Thursday 16 June 2016

10:00 am – 14:00 pm

HMP Addiwell, 9 Station Road, Addiwell, West Calder, EH55 8QA

- | | |
|--------------|--|
| 9:30 | Arrivals, registration, refreshments |
| 10:00 | Welcome and introductions |
| 10:10 | Introduction to FOI duties |
| 10:25 | Publishing information |
| 10:40 | Responding to information requests and reviews |
| 11:25 | Comfort break, refreshments |
| 11:35 | Requests for personal information |
| 12:05 | Commercial interests |
| 12:50 | Top tips from the SPS |
| 13:15 | Wrap up – and lunch |