



Information Rights for Records Managers

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Description

Records Managers have tended to find themselves given the responsibility for managing requests under the Freedom of Information (FOI) and Data Protection Acts (DPA), without necessarily having training and/or an academic background in legal studies. This book aims to fill this knowledge gap by offering a fully up to date, accessible, comprehensive guide to information rights specifically for those without a legal background. *Information Rights for Records Managers* aims to be as comprehensive as possible, including coverage of the new General Data Protection Regulations (GDPR), so that the guidance practitioners can provide is as fully informed as possible. Content covered includes:

- Responding to FOI requests, including exemptions, internal reviews and benchmarking
- Coverage of DPA and GDPR regulations, where the differences lie and what the implications are for professionals operating under the acts
- Personal data requests and enquiries under GDPR
- Working with the European Information Regulations (EIR) and where the differences lie with FOI
- Discussion of the two strands of records management and information rights work and how the two interact in daily work
- Practical case studies from a range of organisations and institutions to demonstrate practice.

The book will be useful reading for all professionals in the public and private sectors who have responsibility for information rights, particularly around FOI and DPA. Its introductory nature will also mean that it will be very useful students and new professionals seeking to increase their knowledge.

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Author

Rachael Maguire is the Records Manager and Data Protection Officer at the London School of Economics, covering records management, data protection and freedom of information. She has been working in the fields of information management and information rights for two decades, mainly in the public sector. She has a Masters in Information Rights Law, is a Fellow of the Information and Records Management Society (IRMS) and on the Accreditation Sub Committee of the IRMS, as well as on the Editorial Board of the *Records Management Journal*.