



National Audit Office

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watchdog

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INFORMATION GOVERNANCE TRAINING

Thank you for your request of 22 September 2025 where you asked us for the following information under the Freedom of Information.

"Please can you provide the following information under the freedom of information act:

- 1. Do you provide training on FOI's and/or SARs and/or records management to employees in your organisation?*
- 2. If so, is this only for IG staff, or do you provide training to wider colleagues across your organisation?*
- 3. Please provide any training resources which are provided to staff (including both the training of ig staff, and other members of staff across the organisation.) for SAR's, FOI's and records management. This includes any videos/recordings, papers, presentations or any other documentation designed to provide guidance to staff in your organisation."*

We have considered your request in accordance with the terms of the Freedom of Information Act 2000 (FOIA) and I can confirm that the NAO does provide training on FOI. This training is available to all staff within the NAO, but it is not mandatory. I have enclosed details of our FOI and data training with this response.

We do not provide training specifically on SARs or records management; however, I have also provided details of our policy and procedures. Our records retention policy can be found online. We operate standard [retention periods](#) and dispose of information in accordance with these.

I should explain that while we have supplied you with this information, the material provided is subject to copyright. It may be downloaded, copied, or reproduced for non-commercial purposes only. Copying for non-commercial purposes is subject to the material being accompanied by a sufficient acknowledgement, reproduced accurately, and not being used in a misleading context. It is important to emphasise that this material may not be reproduced for commercial gain.

I hope this information is helpful and you are happy with the way we have handled your request. If you are not happy with this response, you can ask for an internal review within 40 working days by writing to the NAO FOI Team at FOI@nao.org.uk.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The primary way of escalating your concerns to the Information Commissioner is at: <https://ico.org.uk/foicomplaints>.

Yours sincerely,

NAO FOI Team