

Privacy Notice

Historic Environment Record



This Privacy Notice is designed to help you understand how and why the Historic Environment Record, processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

Redcar and Cleveland Borough Council is a 'Data Controller' as defined by Article 4(7) of the UK General Data Protection Regulation (UK GDPR). The Historic Environment Record is a system for recording information about historic sites and monuments, such as archaeological sites and finds, designated sites, historic landscapes and buildings and other landscape features. It includes a computerised index system, as well as hard copy detailed information on maps, photographs, reports, journals and other files. The HER is a permanent record and personal data is processed for archiving purposes in the public interest, scientific research, historical research or statistical purposes and to manage and enhance Redcar and Cleveland's historic environment and landscape.

What personal information do we collect?

To provide the historic environment record service to you, it is sometimes necessary for us to collect and hold some limited personal information about you. This information will include:

- Basic details for contact details (for example postcode, address, email, telephone number)
- Some information relating to land holdings
- Limited personal information relating to assets in the historic record

Why do we collect your personal information?

Your details will be used to answer your enquiry and to contact you if there is any query about your enquiry. Your data may also be used for audit purposes, including:

- Service delivery
- Service improvement and planning
- Research
- Statistical analysis and reporting

Information submitted to the HER will be stored for research purposes and may be communicated to enquirers. It is HER policy that where a submission of information is

made, the surname (and initial(s) only) of the author are added to the HER as part of the associated Source records.

Who do we obtain your information from?

We collect your personal information directly from you by letter, email or telephone.

Who do we share this information with?

Details of enquires to the HER may be shared with other local authorities if the nature of the enquiry requires it. Enquiry data statistics but not personal information, are shared with Historic England for audit purposes.

Data submitted and incorporated into HER records may be shared with other departments within RCBC, as well as to answer enquiries from the general public, academic researchers, contractors and other local authorities.

How long do we keep your information for?

Due to the nature of the Historic Environment Record as a permanent archive of Redcar and Cleveland's historic environment, records and archives on heritage assets are needed to be retained indefinitely. Other information, such as related to processing enquiries, will only be kept to provide a satisfactory service and to improve the service, but it is not available outside the service. All information will be held securely and if necessary, destroyed under confidential conditions.

Data held	Retention period
Enquiry data	Current year plus 2 years
Submitted data incorporated into the HER	Permanent archive

What is our lawful basis for processing your information?

Redcar and Cleveland Borough Council relies on the following lawful basis to process your personal data:

UK GDPR Article 6(1)(a) - Your consent, which you can withdraw at any time by notifying us

UK GDPR Article 6(1)(b) - Carrying out of a contract to which you are a party to provide the service

UK GDPR Article 6(1)(e) - In the public interest or in the exercise of official authority

The legislations, policies and guidance that relate to this service include, but are not limited to:

- Ancient Monuments and Archaeological Areas Act
- National Planning Policy Framework
- Town and Country Planning Act 1990

Your Rights

You have a number of rights that you may exercise in relation to your personal data. Some of the rights do not apply automatically and may not be available in certain circumstances where a lawful exception applies.

You have a right to access your personal data. You can request a copy of personal data that we hold about you and ask us to explain how we use your data.

You have a right to object to processing of your personal data. You have an absolute right to stop your data being used for direct marketing. In other cases where the right to object applies, we may be able to continue using your data if we have a compelling reason for doing so.

If we are relying on consent as the lawful basis to process your data you can withdraw your consent at any time, and we will stop further processing.

You have a right to request the restriction or suppression of your personal data.

You have a right to have your personal data erased, if we no longer have a legitimate use for it. This right is sometimes called the 'right to be forgotten'.

You have a right to rectification of your personal data if the information we hold in relation to you is inaccurate or incomplete.

You have a right not to be subject to any decision based solely on automated processing, including profiling, which produces legal or similarly significant effects. You can request human intervention or challenge any solely automated decision-making that significantly affects you.

The Council has appointed a Data Protection Officer. Their contact details are:

Data Protection Officer
Redcar and Cleveland House
Kirkleatham Street
Redcar
TS10 1RT

InformationGovernance@redcar-cleveland.gov.uk // 01642 774774

If you would like to request access to your personal data or exercise any of your other data protection rights, please contact the Information Governance Team:

Information Governance
Redcar and Cleveland Borough Council
Redcar and Cleveland House
Kirkleatham Street
Redcar
TS10 1RT
Email: InformationGovernance@redcar-cleveland.gov.uk
Telephone: 01642 774 774

You can seek advice and have the right to make a complaint to the Information Commissioner's Office (ICO). The ICO is an independent body set up to uphold information rights in the UK. You can contact them through the ICO website www.ico.org.uk, their helpline on 0303 123 1113, or in writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

For more information about how the Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).