

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.

The Council has appointed **Veritau** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA

DPO@redcar-cleveland.gov.uk // 01904 552848

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

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