



## **Cornwall & Scilly HER Access to Information Policy**

Cornwall Council maintains the Historic Environment Record (HER) for the county of Cornwall and unitary council of the Isles of Scilly. The HER is the comprehensive and definitive record of the historic environment of Cornwall and the Isles of Scilly and includes a database that contains over 58,000 records with information about sites, finds and landscapes ranging from early prehistory to the present day.

In addition to information on archaeological and historical sites and structures, the HER also incorporates collections of photographs (including aerial photos), maps, plans and surveys, and an extensive reference library. The HER is maintained and updated in accordance with national heritage information standards and guidance.

The HER plays a key role in providing the heritage information base for recommendations made by Planning and Countryside Advice Officers in response to planning applications and other proposals. The information provides a starting point for management processes, conservation, fieldwork and research into the historic environment and also informs local communities about their area. In turn, many of these activities generate new information which feeds back to the HER.

### **Consulting the HER**

The HER is open for consultation between Monday and Friday by appointment. There is a range of additional sources available to visitors including aerial photographs, archaeological reports, journals and an archaeological reference library. Access may be restricted for temporary periods to enable essential maintenance and enhancement to be undertaken. Users are requested to book a visit at least 5 working days in advance and should be aware that it may not be possible to accommodate visitors at a shorter notice.

Straightforward written enquiries by post or email will normally be processed within 10 working days of receipt but more complex enquiries may take longer. You are welcome to telephone first if you require general advice on how to proceed with your enquiry.

For complex or poorly structured consultations or where the purpose of the enquiry is unclear or potentially harmful, we reserve the right to request a written project design setting out the aims and objectives of the study along with a reasoned justification and specification for the information sought in order to assess the practicality of the request and its workload implications. The service reserves the right to decline to process excessively complex or poorly structured enquiries. Access may also be denied where there is reasonable cause to believe that supplying the information would endanger the archaeological heritage or where there has been a previous failure to comply with these guidelines. Confidential information will be withheld.

## **Restrictions**

Users must abide by all copyright restrictions pertaining to data held in the HER. All users are required to sign the HER User's Declaration Form.

Information supplied shall be used only by the user and for the purposes specified in the enquiry. Written consent must be obtained for any other use of the data and for its dissemination to a third party. We reserve copyright of all material supplied by the HER and such copyright must be acknowledged by the user.

The sources referenced in the HER records, particularly Event records, may require permission from the copyright holder for reproduction. The copyright holder is usually a third party, not the HER. In these instances, the onus is on the end user to obtain permission for reproduction from the relevant person(s) or organisation.

If modern Ordnance Survey (OS) or historic (Landmark) maps are included in your search, then they are for reference only and require copyright permission from Landmark or Ordnance Survey for any reproduction.

The HER accepts no responsibility for any user making unauthorised copies of such documents. In some instances the HER has been granted permission by the copyright holder to give out a copy of a source for reference only. In these instances you must not copy, pass on or publish that source without permission from the copyright holder.

The information held by the HER falls within the ambit of Environmental Information Regulations 2004 under the terms of Article 2(1) sections (a) and (f) of the Directive.

Elements of the HER are subject to the Data Protection Act 1998.

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Users will be expected to inform the HER of new sites or information which comes to light as a result of their research. A copy of, or access to, the completed research should be made available to the HER within six months of completion.

## **Online Resources**

The Cornwall and Scilly Historic Environment Record is available to browse online via the Heritage Gateway and on the Cornwall Council interactive mapping site:

[www.heritage-gateway.org.uk](http://www.heritage-gateway.org.uk)

<http://www.cornwall.gov.uk/community-and-living/mapping/>

Information presented on the World Wide Web is not licensed for commercial use.

We have developed a policy to identify and manage access to sensitive information in consultation with affected parties.

Note: unless located on a Public Right of Way there is no general right of public access to any site or feature, whether statutorily designated or not. Permission must be sought from the landowner.



# Cornwall & Scilly Historic Environment Record

## USER'S DECLARATION

I understand and agree that when using information from Cornwall Council's Historic Environment Record (HER):-

1. Cornwall Council holds copyright of data supplied from the HER.
2. Data supplied from the HER will only be used for the purpose stated, will not be retained beyond the lifetime of the project, and will not be passed to any third party without the prior agreement of the Cornwall Council.
3. The source must always be acknowledged whenever HER data is reproduced, quoted or referred to. This should normally take the form: "Historic Environment Record, Cornwall Council"
4. The information contained in the HER should not be assumed to provide the definitive statement on the archaeological or historical content of a site or area.
  - o There will inevitably be an interval between the discovery of new information and its inclusion in the HER.
  - o It is likely that there will be new or previously unrecorded features within any site or area which may be revealed by further investigation or research.
5. HER information is supplied in good faith and every effort is made to ensure the currency, validity and accuracy of information; however, Cornwall Council accepts no responsibility or liability for any eventuality resulting from omissions or errors in the data supplied from the HER
6. Likewise, the Cornwall Council accepts no responsibility or liability for any eventuality resulting from decisions based on information supplied from the HER.
7. Some kinds of information may be withheld because of its nature and the requirements of the Data Protection Act.
8. The charge for supplying data from the HER is set out in the 'Cornwall & Scilly HER Charging Policy' which can be downloaded from the Cornwall Council website ([www.cornwall.gov.uk/her](http://www.cornwall.gov.uk/her)) or viewed on request.
9. I will inform the HER of new sites or information which comes to light as a result of my/our research. A copy of, or access to, the completed research will be made available to the HER within six months of completion.

Signed ..... Date .....

Name and organisation .....

Nature of enquiry:.....

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