



Gloucestershire HER Access Policy

Introduction

The Gloucestershire Historic Environment Record Team (“HER Team”) is part of the Heritage and Ecology Team of Gloucestershire County Council.

The Gloucestershire Historic Environment Record (“HER”) is the most comprehensive computerised index to Gloucestershire’s heritage with c140,000 records spanning the full range of human history from the Palaeolithic to the 21st century.

The HER runs on v.6 of IDOX’s HBSMR platform and is linked to a geographical information system (QGIS). Cross referenced to the HER is a suite of paper and map-based information including OS maps, site specific files, a HER library, photographs and slides. The HER database is fully indexed and a wide variety of enquiries can be answered using built in searching facilities.

This policy statement sets out a framework and guidelines regarding access to the HER and charges for HER information.

Access to Information

General access

Public access to the information within the HER is encouraged. All enquirers should use the online form. Enquiries are generally answered by email, however, users are free to access HER Information and/or supporting documentation in the HER Team offices by prior appointment.

Gloucestershire County Council is fully committed to transparency in its dealings with the public and fully embraces the aims of the Equality Act 2010, Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the access provisions of the Data Protection Act 2018. The Council will make every effort to meet its obligations under the respective legislation and will regularly review procedures to ensure that it is doing so. The underlying principle of this policy is that the public will have right of access to recorded information held by the County Council and that the Council should seek to promote an open regime regarding access to information, subject to the exemptions contained within the relevant legislation.

GDPR / Data Protection Act 2018

For information on how the HER Team process your personal information please visit our service specific privacy notice page on our public facing website at:

<https://www.gloucestershire.gov.uk/council-and-democracy/access-to-information/publication-scheme/our-policies-and-procedures/corporate-resources/privacy-notices/>

Report Formats

The standard HER search outputs are GIS shapefiles with an accompanying pdf report from the database both of which are supplied via email.

Feedback & Complaints

The HER welcomes feedback. This can be sent to HER@Gloucestershire.gov.uk or there is a feedback form here: <https://www.gloucestershire.gov.uk/planning-and-environment/archaeology/her-feedback-form/>.

Any complaints about the service or quality of the information can also be sent to this email address.

Data Supply to the HER

At the end of your project, please supply a digital copy of your report and data to planadvice@gloucestershire.gov.uk. Site location and excavation plans should be sent in .dwg or shape file formats. For relevant projects, monument information should be submitted digitally to the HER, ideally in the form of a database, spreadsheet or other tabular form.



Guidelines for Access

1. All HER Information requested by enquirers using the online form (“HER Information”) is supplied pursuant to the provisions of the Freedom of Information Act 2000, Environmental Information Regulations 2004, the Data Protection Act 2018 and Section 141(1) of the Local Government Act 1972.
2. Both commercial and non-commercial enquirers should use the online search request form at <https://www.gloucestershire.gov.uk/planning-and-environment/archaeology/request-archaeological-data-from-gloucestershires-historic-environment-record-her/>
3. All prospective users of HER Information should indicate their acceptance of these conditions by ticking the 'I agree' button on the first page of the Historic Environment Record search request form linked above.
4. This online form should be used whether the initial request is made verbally, by email or in writing. The use of this online form will also ensure that users of the HER are familiar with the Archaeology Service's conditions and responsibilities.
5. All users of HER Information will accurately inform the HER Team of the purpose of their enquiry and the use to which the information will be put (for example, desk based assessment, evaluation excavation, personal research etc.) using the search request form.
6. All users of HER Information will inform the HER team of new sites or information that come to light as a result of their research. Where HER Information for research purposes is provided to an enquirer free of charge, a copy of any report, publication or dissertation should be made available by such enquirer to the HER Team within 6 months. The HER Team reserves the right to charge any such enquirer at the basic search rate (see Page 3) should copies of any such report, publication or dissertation not be forthcoming.
7. Where HER Information is provided to an enquirer in advance of their carrying out metal detecting, the detectorist will, by signing this document, agree to report detailed information (including findspot data to at least 8 figures) on all finds to the HER Team or the Portable Antiquities Scheme (via Kurt Adams, Finds Liaison Officer, 01452 426245 or kurt.adams@bristol.gov.uk)
8. HER Information is included within Gloucestershire County Council's Publication Scheme. This is a guide to the information assets of the County Council and includes the charges that may be levied for the provision of HER Information. The amount charged will depend on the nature of the enquiry and may be waived in certain circumstances. Where a charge is levied the cost will be clearly stated before information is released. The charges are set out on page 3 of this document.
9. Although every reasonable effort is made to verify information contained within the HER database, the database is compiled from a variety of often-unchecked sources and the information it contains should not be seen as definitive. Therefore, Gloucestershire County Council does not accept responsibility for the accuracy of any HER Information supplied by it and the user of such HER Information accepts that save as regards any matter for which it is not possible in law to exclude or limit liability Gloucestershire County Council accepts no liability whether for direct, indirect, consequential or incidental damages or losses arising from the use of HER Information.
10. The boundaries of Scheduled Monuments and other designated sites shown on any maps provided by the HER have been provided digitally by Historic England and are intended to act as a guide only. For definitive information on Scheduled Monuments and other designated sites the enquirer should visit <https://www.historicengland.org.uk/listing/the-list/> for more information.
11. The whole of the copyright and all other intellectual property rights throughout the world for the whole of the term of such copyright in the HER Information is held by Gloucestershire County Council. Dissemination to a third party of the HER Information without the written consent of Gloucestershire County Council shall be deemed a breach of that copyright and Gloucestershire County Council reserves the right to refuse any further requests for HER Information made by an enquirer in breach of this clause.
12. HER Information supplied to an enquirer shall be used for the purposes specified in the completed request for information form only, and shall not be retained after that use has finished. Where specific consent under the copyright provisions governing the HER has been obtained for dissemination of HER Information to third parties through publications, reports or theses, due acknowledgement of the use of HER Information will be given.
13. All planning-related archaeological reports ('grey literature') and similar documents submitted to the HER will be made available to, and may be copied for, other legitimate users of the record (suitably acknowledged and subject to any relevant exclusions arising from the Data Protection Act 2018 and the Freedom of Information Act 2000).



14. Records in the Gloucestershire HER are enhanced with INSCRIPTION data standards from the Forum on Information Standards in Heritage (see <http://heritage-standards.org.uk/> for further information)

Charges for Access

There will generally be no charge for non-commercial enquiries from students, members of the general public and recognised archaeological and historical societies.

The County Council will, however, charge £198.58 + VAT @ 20% for standard commercial requests and reserves the right to levy a higher charge for more extensive HER searches. For these larger searches the enquirer should contact the HER team at the number below to confirm the extra cost. The HER also reserves the right to make a charge for research projects that request large amounts of HER data.

Searches

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| Cost | £198.58 + VAT @ 20% |
| Turnaround target | 48hrs (this may not always be possible) |
| Minimum charge | £198.58 + VAT @ 20% |

You will be sent (by post or email) an HER report, shape files and a plot from our GIS for the search area. If you need a more detailed quote for the work please contact the HER office at the address below.

Contact Details

HER Office
Heritage & Ecology Team
Gloucestershire County Council
Shire Hall, Gloucester. GL1 2TH
Tel - 01452 425705
Email – her@gloucestershire.gov.uk