

Privacy Notice



Heritage Services: 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?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (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 computerized index system, as well as hard copy detailed information on maps, photographs, reports, journals and other files. The information can be used for research, to assess development proposals and to manage and enhance North Yorkshire's historic environment and landscape.

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

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
infogov@northyorks.gov.uk / 01609 53 2526

What personal information do we collect?

In the course of carrying out relevant tasks including, but not exclusively, the processing of private and commercial archaeological data requests the following personal information will be processed:

- Full name
- Address
- Telephone Contact Details
- E-mail Address

Why do we collect your personal information?

Your data is collected so we can:

- Respond to the query for which you have contacted the service,
- Deliver, manage, and check the quality of services that we offer,
- Investigate complaints or concerns raised by you or other individuals; and
- Assist with the research and planning of council services.

Who do we share this information with?

The information is for internal use only and not shared with third parties.

How long do we keep your information for?

Personal information relating to the Historic Environment Record will be retained detailed below:

Data held	Retention period
All records relating to archaeological search requests from members of the public.	Will be kept for 1 year. Following this, all data will be destroyed with the exception of search location, date and nature of query and will be held for statistical purposes in perpetuity
All records relating to archaeological search requests from commercial units	Will be retained for 6 years. Following this, all data will be destroyed with the exception of search location, date, nature of query and company name will be held for statistical purposes for perpetuity

What is our lawful basis for processing your information?

Where you have supplied us with and we have recorded personal details as part of Heritage Services the processing will be based upon the Consent lawful basis.

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