

Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us to respond to your Historic Environment Record (HER) enquiries or heritage information reports, and to understand and plan the local heritage services you need.

Date of Issue: 17 January 2019

Update History:

17 January 2019	First issue of a new Privacy Notice

Directorate: Economy and Environment
Service: Public Protection Partnership
Team: Culture (Archaeology Service)

About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

James Gore AMBCS BA

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

What data will we collect about you?

If you are making an Historic Environment Record (HER) enquiry, we will ask for your name and your preferred contact details, such as your

- e-mail address,
- postal address or
- telephone number

If you are making an HER enquiry that incurs a charge (see HER terms and conditions: [link]), we will also ask for your

- company address, where applicable, and
- billing address to send an invoice

If you are reporting heritage information or issues, you do not have to provide any contact details, if you wish to remain anonymous, but if you would like us to respond to your report, we will ask for your name and your preferred contact details, such as your

- e-mail address,
- postal address or
- telephone number and
- organisation, where applicable

If you are reporting an archaeological find to the Finds Liaison Officer (FLO) for Berkshire as part of the Portable Antiquities Scheme (PAS) at the British Museum, or you are the landowner of the location of a find that has been reported as Treasure, we will ask for your name and your preferred contact details, such as your

- e-mail address,
- postal address or
- telephone number

You will also be asked to agree to the Scheme's Privacy Notice (<https://finds.org.uk/info/privacy>) and the British Museum's Privacy Policy (www.britishmuseum.org/about_this_site/terms_of_use/privacy_policy.aspx).

What will we use your data for?

If you have made an HER enquiry, we will use your data to

- contact you with our response to your HER enquiry or heritage information report
- raise invoices and send receipts, where applicable

If you have reported an archaeological find to the FLO as part of the PAS, please see the Scheme's Privacy Notice (<https://finds.org.uk/info/privacy>) and the British Museum's Privacy Policy (www.britishmuseum.org/about_this_site/terms_of_use/privacy_policy.aspx) for information on what your data will be used for.

Who will see your data?

If you have made an HER enquiry, your data will be seen by staff members of the West Berkshire Council Archaeology Service and, if an invoice needs to be raised, Visitor Services Assistants. Your data may also be seen by trained volunteer staff under supervision.

If you have reported an archaeological find to the FLO as part of the PAS, please see the Scheme's Privacy Notice (<https://finds.org.uk/info/privacy>) and the British Museum's Privacy Policy (www.britishmuseum.org/about_this_site/terms_of_use/privacy_policy.aspx) for information on who will see your data. If your find is stored at West Berkshire Museum, your data may also be seen by staff members of the Museum and of the Archaeology Service, and by trained volunteer staff under supervision.

If you are a finder or the landowner of the location of a PAS find that has been reported as Treasure, your data will be seen by the Coroner, the Treasure Registry at the British Museum, PAS staff, and may be shared with the Department of Culture, Media and Sport, any institution that takes possession of the find and other interested parties in the case.

Your data will not be entered onto the HER and will not appear on any of the Archaeology Service's records made available on the Heritage Gateway (www.heritagegateway.org.uk/gateway).

Why are we doing this?

Under the requirements of the National Planning Policy Framework (www.gov.uk/government/publications/national-planning-policy-framework--2), local planning authorities (of which West Berkshire Council is one) should maintain or have access to an HER, and make the information publicly accessible. However, you do not have to consent to the Archaeology Service collecting and using your data, it is your choice. If you decide not to consent, we will not be able to provide you with a response to your enquiry or report.

If you have reported an archaeological find to the FLO as part of the PAS, please see the Scheme's Privacy Notice (<https://finds.org.uk/info/privacy>) and the British Museum's Privacy Policy (www.britishmuseum.org/about_this_site/terms_of_use/privacy_policy.aspx) for information on why we are collecting your data.

If you are a finder or the landowner of the location of a PAS find that has been reported as Treasure, your data will be collected in order to meet the requirements of the Treasure Act 1996 and the Treasure Code of Practice (https://finds.org.uk/documents/treasure_act.pdf).

How long will your data will be kept?

Your data will not be kept any longer than necessary. You can check how long the Archaeology Service will keep each type of data against West Berkshire Council's retention schedule (www.westberks.gov.uk/retention).

If you have reported an archaeological find to the FLO as part of the PAS, your personal data will be kept indefinitely by the Scheme as part of the archaeological record, but any data stored at West Berkshire Council will be subject to the same retention schedule as the Archaeology Service (www.westberks.gov.uk/retention).

How is your data stored and processed?

If you are making an HER enquiry of any kind, or you are reporting heritage information or issues, your data will be recorded on the Archaeology Service's HER enquiries spreadsheet.

If you submit any files or photographs with your enquiry or report, these will be stored on the Council's secure servers.

If you are making an HER enquiry that incurs a charge, your data will be held on the Council's financial accounting database, Agresso.

If you are reporting an archaeological find to the FLO as part of the PAS, a scan of your signed copy of the Scheme's Privacy Notice will be stored on the Council's secure servers, the white page of the Finders Form will be retained by the FLO and the blue page of the Finders Form will be stored securely with your find. The blue page will be returned to you at the same time as your find.

If you are a finder or the landowner of the location of a PAS find that has been reported as Treasure, your receipt will be retained by the FLO.

In all cases, your data will be protected using up-to-date technical and organisational security measures.

Transfer overseas

Data stored by West Berkshire Council will not be stored or sent outside of the UK.

For data stored by the PAS, please see the Scheme's Privacy Notice (<https://finds.org.uk/info/privacy>) and the British Museum's Privacy Policy (www.britishmuseum.org/about_this_site/terms_of_use/privacy_policy.aspx).

Your rights

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form (www.westberks.gov.uk/dprequest), which also allows you to make a request for us to take action about something.

For data stored by the PAS, please see the British Museum's Privacy Policy (www.britishmuseum.org/about_this_site/terms_of_use/privacy_policy.aspx).

Complaints

If you have already told us we need to do something, but we have not responded in a way you are satisfied with, you can complain to the Information Commissioner's Office (the ICO). It is easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling>), but you can also do so in writing to:

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

Complaints relating to PAS data collection should be directed to the British Museum's Data Protection Officer in the first instance, at info@britishmuseum.org or on 020 7323 8000.

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