

West Sussex County Council: Historic Environment Record Guidance for Users

COVID-19 status update: The West Sussex Historic Environment Record (HER) remains open for search enquiries and data provision. Although the HER staff are working from home and things may be a little slower than normal, we have full electronic HER access, so information can still be provided in PDF and GIS formats.

Introduction

The West Sussex Historic Environment Record (HER) (excluding Chichester District) is a comprehensive record of West Sussex's historic and archaeological environment with information about heritage assets from the Palaeolithic period to the present day.

The following guidelines and disclaimer govern the use of the West Sussex County Council (WSCC) Historic Environment Record and all users must abide by them.

In order to ensure that information from the West Sussex HER is used responsibly, those applying to consult it are requested to provide details about the nature of their enquiry.

All search requests must be submitted via our Request for Information form for the search, which can be found on the [HER](#) webpage. Unfortunately, a request for information cannot be processed without the unique identifying number generated by the form.

Requests for information may be refused if it is considered that it may be used for any illegal activity. The information supplied may only be used for the purposes of the original request. If information is refused for any reason then a written explanation will be provided.

Guidelines

1. West Sussex County Council is the copyright holder of the WSCC computerised HER data, and must be acknowledged in any reference or summary of the data. No reproduction of WSCC HER data in the form of a direct copy of the original will be allowed without prior agreed written permission from the County Council. Documents will be provided electronically and will be read and print only.
 - a. Some information held within the WSCC HER may also be the copyright of others who must be acknowledged. It is the user's responsibility to ensure that copyright law is not breached.
2. Use of any West Sussex HER data is for a limited period of **12 months** from the date that the data is sent. Requests to extend the period of use must be made in writing not less than **14 working days** before the expiry of the 12 months. It is the responsibility of the requestor to ensure that updated data is obtained where necessary from the West Sussex HER.

- a. Data is continually being added to the West Sussex HER therefore an updated/new search is strongly recommended for searches that are over 12 months old. All updated searches (in whole or part) will be subject to further charging. For a link to the WSCC HER Charging Policy, please see paragraph 9 below.
 - b. Some information, due to its nature, may be withheld under the requirements of the Environmental Information Regulations (1992) and/or the General Data Protection Regulation (GDPR) (2018).
3. At the time of enquiry, information may exist concerning archaeological sites unknown to the County Council which will not therefore be included in the WSCC computerised HER.
4. The location of artefacts or secondary sources referred to in the WSCC HER but not held by WSCC cannot be guaranteed.
5. In accordance with the WSCC HER GDPR Policy, personal data (e.g. name, address, phone number, email address) will be held, as in accordance with WSCC retention policy, for seven years.
 - a. This information will be used to answer your enquiry and to contact you if there is any query about your request. This information will **NOT** be given out to third parties.
6. Users are required not to pass on WSCC HER information to a third party without the written permission of the HER. The data collated as part of the search request may only be used for the purpose stated and may not be transferred. The HER expects that the user will not pass on information in an irresponsible or unethical manner.
7. Any WSCC HER maps produced for a search, covered by Ordnance Survey Copyright **MUST NOT** be reproduced in any format. To do so will result in a breach of Crown Copyright.
8. The WSCC HER **must** be acknowledged as a source where data is used in publication.
9. The County Council operates a charging policy for staff time employed in preparing WSCC HER data for commercial or profit-making purposes; there is a fixed scale of [charges](#). While the County Council supports the principle of free access to bona fide researchers for the purposes of academic dissertations, theses, and school projects, they reserve the right to charge depending on the nature of the enquiry and the manner in which the WSCC HER data is to be utilised.
10. WSCC is committed to protecting, enhancing, and raising awareness of our heritage. To help achieve this users are requested to inform the HER of new sites or information that come to light as a result of their research. Copies of the completed research are welcomed for inclusion in the HER.

Disclaimer

Every effort is taken to ensure the accuracy of the information held in the WSCC HER, but as the HER can only be as accurate as the sources used in its compilation, WSCC cannot be held responsible for any inaccuracies in the data. Archaeological research is a continual process and as such there is information that is held on the HER that should not be taken as the definitive statement of

these records. The HER is a constantly evolving record and there may be a backlog of information awaiting to be entered into the record. Users are encouraged to advise the WSCC HER of any apparent inaccuracies found in the Record, and of any relevant information not yet held. The absence of data in certain areas should not be taken as an absence of archaeological features: it may be they have yet to be discovered.