

**Privacy Notice
Durham County Council
Regeneration & Local Services
Archaeology**

1. Who we are and what we do

Durham County Council
Regeneration and Local Services
Archaeology Section

This team give advice on the archaeological impact of planning applications and other forms of land management (such as farming or forestry); we maintain the Historic Environment Record (H.E.R. is a database of known sites and activities); we engage in Outreach activities to the public to communicate to them what is known about County Durham's past

For more information see the [Durham County Council website](#)

For the purposes of Data Protection, Durham County Council is the Data Controller for your information.

2. What type of personal information do we collect and how do we collect it?

We collect the following personal information about you:

- Your personal name
- Your address
- Your telephone number
- Your email address

We collect information about you in the following ways:

- Via signing an H.E.R. Licence, to obtain data
- From emails, letters or phone calls if we communicate with each other
- From reports, or other official documents associated with your research
- Online requests

3. What is our power to obtain and use the personal data?

To enable us to provide services to you it is necessary for us to use your personal information to help assess your needs and identify the most appropriate services available. To do so we will use the following lawful basis for processing your information:

- The data subject has given consent to the processing of his or her personal data for one or more specific purposes, for example through the planning permission application process.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.
- Processing is necessary for compliance with a legal obligation to which the controller is subject, for example as part of the Planning Application consideration process.

4. What is your personal information used for?

The Archaeology Section collects and processes information about you for the following purposes:

- So we can identify who has carried out a piece of research
- So we can respond to an inquiry by you
- So we have a record of your agreement to our data licence to protect our Copyright

5. Will your personal information be shared?

Your personal information will not be shared with other organisations unless we have your consent or there is a legal basis for doing so e.g. for the Prevention or detection of crime

However, it should be noted that we make reference to people names in our Historic Environment Record which is openly available on-line. The H.E.R. makes references to peoples names who are an author of a report, book, article which has been recorded in the Historic Environment Record This H.E.R. is accessible through our website and is therefore in the public domain.

The people who usually access the Authorship information are researchers who access the Historic Environment record – such as students, academics, members of the public, professional archaeologists, developers, land managers, and their agents.

6. How do we keep your personal information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, polices and systems to ensure that access to your records are controlled appropriately.

Examples of our security include:

- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it;
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong.

7. How long will we keep your personal information?

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type service will determine how long we have to keep it.

The type of service you receive will determine how long we have to keep your information. Our [corporate retention guidelines](#) show how long we keep information for different services

The retention periods for this service are as follows: Permanent

8. Is your personal information processed outside the EU?

We do process your personal information outside the EU.

This is done via our making information available through the internet. It is only the Authorship information mentioned above that is made available.

9. Marketing (if applicable)

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

10. What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- Have any inaccuracies corrected;
- Have your personal data erased;
- Place a restriction on our processing of your data;
- Object to processing; and
- Request your data to be ported (data portability).

If you wish to exercise your information rights, please contact our Data Protection Officer at DPO@durham.gov.uk or alternatively write to:

DPO,
Floor 4 Room 143-148,
Durham County Council
County Hall,
Durham
DH1 5UF

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at dataprotection@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at DPO@durham.gov.uk

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745
Fax: 01625 524 510