



## **Perth and Kinross Historic Environment Record Access to Information and Charging Policy**

### Background

The Perth and Kinross Historic Environment Record (PKHER) provides a digital index to the historic environment of Perth & Kinross. Records are held for over 17000 archaeological sites and monuments, historic buildings, findspots of cultural material and significant places. Information is held on statutory and non-statutory designations for the historic environment (Scheduled Monuments, Listed Buildings, Gardens and Designed Landscapes and Conservation Areas) and on events (e.g. fieldwork) carried out within Perth & Kinross.

This policy statement provides detail for public and commercial users of the Perth and Kinross Historic Environment Record. The PKHER covers the council area of Perth & Kinross and is maintained by Perth and Kinross Heritage Trust, a registered Scottish Charity (SC003139) and Company (111258). In March 2009, PKHT and the Conservation and Regeneration Section (CRS) of Perth and Kinross Council signed a joint working agreement whereby the CRS is responsible for maintenance of Listed Building information within the PKHER.

### Access to Information

Perth and Kinross Heritage Trust is fully committed to providing information held within the PKHER to the general public and commercial enquirers. To ensure responsible use of PKHER data and compliance with relevant legislation and regulations<sup>1</sup>, the following should be noted:

- Information of a sensitive nature will be withheld either due to confidentiality or requirement of the Data Protection Act. Where an enquirer requests confidentiality, PKHT will ensure this request is respected. Similarly, users of PKHER data are requested not to pass on data in an irresponsible or unethical manner.
  - PKHT (and, where relevant, the CRS) reserves all rights of copyright of any PKHER data supplied. PKHER data shall only be used for the purpose(s) specified by the enquirer and shall not be retained after that use has finished.
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1 Data Protection Act 1998; Freedom of Information (Scotland) Act 2002; Environmental Information (Scotland) Regulations 2004

- If PKHER data is to be disseminated to third parties via publications, reports or theses, due acknowledgement of the use of the PKHER data will be made.
- Where relevant, all users of PKHER will inform PKHT of new sites and information that has come to light as a result of their work / research via an appropriate method (e.g. DES, OASIS, ASPIRE) and / or deposition of their results with PKHT.
- Every reasonable effort is made to ensure the PKHER includes accurate and up-to-date information however it should be noted that PKHER is an amalgamation of various sources, often unchecked. Absence of data for certain areas should not be taken as absence of the historic environment.
- Spatial information held on Scheduled Monuments is intended as a guide. For accurate spatial information, enquiries should be made direct to Historic Scotland.
- **In receiving PKHER data, all enquirers agree to take note of the Access to Information guidelines above and accept the requirements therein.**

#### Supply of PKHER data

The PKHER is held on a database linked to a Geographical Information System (GIS) at PKHT's offices in Perth. Spatial and summary textual information from the PKHER is available online from Pastmap ([www.pastmap.org.uk](http://www.pastmap.org.uk)) and Record Search ([www.pkht.org.uk/Record-Search](http://www.pkht.org.uk/Record-Search)).

- Enquires to PKHER should be by letter or email (see contact details below). Initial telephone enquires are welcomed. Please note the PKHER is currently unavailable for public consultation in person.
- Standard format for supply of PKHER data are digital reports (.doc; .pdf) and digital data files (.csv). Spatial data can be supplied as GIS files (shapefiles) under an End-user Licence. Paper copies of PKHER data can be supplied in certain cases.
- Public enquires should be made to the Heritage Officer. Public enquiries include personal research and academic research.
- Commercial enquiries should be made to the Heritage Officer. Commercial enquires include those informing development management, Environmental Impact Assessments and agri-environment schemes (including forestry).
- All enquiries should include the following information: purpose of enquiry; location of area of interest; use to which HER data will be put; format by which PKHER data should be supplied.
- PKHT will endeavour to deal with all enquiries within 21 working days. On submission of the enquiry, the Heritage Officer will outline the time required to

complete the enquiry. Please note that if GI data is to be supplied, an Enduser Licence will be required and this may lengthen the time in which the enquiry can be completed.

#### PKHER Charging Policy

All enquiries for PKHER information fall under the Environmental Information Regulations (Scotland) 2004 whereby a reasonable charge may be levied to cover costs of provision of information.

#### Public Enquiries:

Perth and Kinross Heritage Trust have determined that all public enquiries to the PKHER are free of charge unless the enquiry is unduly large or complex.

#### Commercial Enquiries:

PKHT will charge for staff time expended to collate commercial enquires. The standard charge for commercial enquires is currently £75 per hour. If enquiries take less than one hour, a minimum of charge of £40 will be made. For larger or more complex enquiries, a charge will be negotiated however will not exceed £350 per day.

Any charge will be agreed with the enquirer on the submission of the enquiry.

VAT at the standard rate will be added to total costs.

Payment is to be made on receipt of an invoice from PKHT raised following the provision of PKHER data.

#### Contact Details for commercial and public enquires:

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