



Historic Environment Record User's Declaration

I, the undersigned, understand that in using
the Isle of Wight County Historic Environment Record (HER)
I am aware that:-

1. Isle of Wight Council holds copyright of the compiled HER information. No reproduction of the compiled information will be allowed as a direct copy of the original.

2. The information contained on the HER, although verified as far as possible, is not definitive.

3. There may be information concerning existing or new archaeological sites or finds which is as yet unknown to the Council and which is not recorded in the HER at the time of the enquiry.

4. The whereabouts of any artefacts, other material, documentary sources or air photographs referred to in the HER and not kept in the HER reference files cannot be guaranteed.

5. Some information may be withheld because of its sensitive nature and the requirements of the General Data Protection Regulations 2018.

6. Where HER information is used in reports or publications its source must be acknowledged.

7. The information from the HER will only be used for the purpose stated below and will not be stored beyond the life of the project for which it was acquired.

8. No records, books, maps, files, photographs or any other materials belonging to the HER or its archive shall be removed from the County Archaeology and Historic Environment Service without prior permission.

9. Depending upon the nature of the enquiry and the use for which the HER information is required a charge may be made according to the Council's policies and scale of charges. A charge may be made for any photocopying or printing that is required.

10. Privacy Notice:

The Isle of Wight Council is the data controller for the personal information you provide on this form. The council's Data Protection Officer is the Head of Legal Services and Monitoring Officer and can be contacted at dpo@iow.gov.uk. You can contact the council by phone on 01983 821000, or by writing to us at County Hall, High Street, Newport, IW PO30 1UD.

The County Archaeology and Historic Environment Service will use your information for audit purposes and to process financial transactions.

Your data will be held for a period of six years unless you request that personal information is removed before that time.

Your personal data may be shared with colleagues in the Isle of Wight Council's finance team for the purpose of raising invoices.

For further details on how your information is used; how we maintain the security of your information; and your rights, including how to access information we hold on you, and how to complain if you have any concerns about how your personal details are processed, please visit www.iwight.com or email information@iow.gov.uk.

**PLEASE COMPLETE AND RETURN THIS FORM TO: County Archaeology and Historic Environment Service, Westridge Centre, Brading Road, Ryde, Isle of Wight. PO33 1QS
Email: archaeology@iow.gov.uk**

Name of enquirer

Organisation and address

.....

.....

Area/subject of enquiry

.....

Purpose of enquiry

.....

.....

Signed Date

.....