

WEST of SCOTLAND ARCHAEOLOGY SERVICE



West of Scotland Archaeology Service Access to Information and Charging Policy

This policy statement sets out the framework and guidelines for access to information held by the West of Scotland Archaeology Service and to information contained in the West of Scotland Sites and Monuments Record (SMR). It also sets out the level and circumstances of charges which will be levied by the West of Scotland Archaeology Service for the provision of SMR information and/or curatorial archaeological advice. The policy was approved by the West of Scotland Archaeology Service Joint Committee on 3 April 2009.

Access to Information

The West of Scotland Archaeology Service Joint Committee is fully committed to transparency in its dealings with the public and fully embraces the aims of the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004, and the access provisions of the Data Protection Act 1998. The Joint Committee will make every effort to meet its obligations under the respective legislation and will regularly review procedures to ensure that it is doing so.

Data Protection Act 1998

A right to access exists to inspect personal information held in a computerised system registered under the Data Protection Act. The Data Protection Act gives rights to individuals about whom information is held either on computer or in a manual record. The Act also places obligations on those who record and use personal data to be open about that use and to follow sound and proper practices. The West of Scotland Archaeology Service does not routinely seek to collect or hold data of a personal nature within its records, and only does so to monitor and improve the services offered by the Service. If you have any queries or concerns about personal data which may be held by the Service, please contact the Service on 0141 287 8333 or 0141 287 8334.

Freedom of Information (Scotland) Act 2002

The Joint Committee supports the principle that the public has right of access to information held by the West of Scotland Archaeology Service. The Committee seeks to promote an open regime regarding access to information, subject to any exemptions contained within the legislation. The West of Scotland Archaeology Service is included within Glasgow City Council's Freedom of Information Publication Scheme/Publication List, as the City Council is the host authority for the joint service – see B5 at <http://www.glasgow.gov.uk/NR/rdonlyres/D262E62E-3EBB-4108-9D64-578466C5693C/0/GCCPublicationsListversion02.rtf>

Environmental Information (Scotland) Regulations 2004

The Environmental Information Regulations (Scotland) 2004 gives the public the right to request environmental information. Following the Scottish Government guidance on what is covered by the Environmental Information Regulations (Scotland) 2004, issued to local authorities in 2005 (Paper 2005/21), the Joint Committee considers the West of Scotland Sites and Monuments Record to be a body of information covered by these Regulations. All enquiries for Sites and Monuments Record information will therefore be treated as falling under the Environmental Information Regulations (Scotland) 2004. Under these Regulations the Joint Committee may levy a reasonable charge for the provision of information, reflected in the fee charge policy set out below.

Access to Sites and Monuments Record Information

There is no general physical public access to the West of Scotland Sites and Monuments Record for the public to conduct their own SMR searches, as the building which houses the Record is unsuitable for such access. It may occasionally be possible by prior appointment to speak to one of the West of Scotland Archaeology Service team, or to view an archived report of archaeological fieldwork in the Service's office. To contact the Service to make an appointment please write, telephone, fax, or email, using the contact details at the end of this policy statement.

Enquiries to the Sites and Monuments Record by post, telephone, fax, or email are welcomed. Sites and Monuments Record data is also published via a number of online search engines as follows:

http://gis.south-ayrshire.gov.uk/wosas/	(WoSAS's own map enabled search)
http://www.wosas.net/search.php	(WoSAS's online database search)
http://jura.rcahms.gov.uk/PASTMAP/start.jsp	(Scottish Ministers' map enabled search)

The recommended source for online searches of the SMR is WoSAS's own map enabled search. The online SMR data is provided for public search free of charge.

Copies of archived reports of archaeological fieldwork, which have been submitted to the SMR, will be made available to the public on request, subject to the charges set out below. Users of such supplied report(s) are reminded that the report(s) remain the copyright of the author(s) and supply of a copy(ies) of a report(s) by the SMR does not entitle the user to infringe this copyright.

Charges for Time to Supply Information and/or Curatorial Advice

At the discretion of the Archaeology Service Manager archaeological information and/or curatorial archaeological advice will be supplied free of charge to students, genuine researchers, and members of the public within reasonable limits. The Service reserves the right to decline to process excessively complex or poorly structured enquiries. At the discretion of the Archaeology Service Manager, there may be a charge for unusual materials, or postage and packing for supply of information. Photocopies may be charged at the cost of 10p per sheet.

The Archaeology Service will impose a charge for the time expended to meet all commercial requests for information and/or curatorial advice. This is intended to reflect the cost of staff time in carrying out the task, related overheads such as the maintenance of the computer systems, compensation for time lost to other functions, and the cost to the Archaeology Service of providing the service. Charges may be waived at the discretion of the Archaeology Service Manager.

The charge for staff time spent in providing information, curatorial advice, or any other assistance, in respect of commercial requests and enquiries will be **£70** per hour, or part of hour, from 1 April 2009 until further notice. In the event that a site visit is required on behalf of the enquirer, mileage and subsistence at local government rates will be charged in addition. At the discretion of the Archaeology Service Manager, there may be a charge for unusual materials, or postage and packing for supply of information. Photocopies may be charged at the cost of 10p per sheet.

Provision of digital extracts from the Sites and Monuments Record to professional archaeological consultants acting for commercial clients will incur a single one-off charge of **£70** per extract, where such extracts are requested to facilitate the preparation of a commercial desk based assessment or any other commercial assessment. Alternatively the consultant may access the required SMR information entirely free of charge via the WoSAS online map enabled SMR search at <http://gis.south-ayrshire.gov.uk/wosas/>.

Estimates of likely costs for individual commercial enquiries will be supplied on request.

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

Payment is to be made on receipt of an invoice from Glasgow City Council on behalf of the Archaeology Service.

Guidelines for Access to Sites and Monuments Record Information

The West of Scotland Archaeology Service works within a set of time performance requirements set by its Joint Committee. This requires responses to be made to enquirers within a 21 day calendar period. In practice many SMR enquiries are handled within a much shorter time frame and typically responses are made within a week. If enquirers require a more urgent response, they should make this clear on making their enquiry.

Although every reasonable effort is made to verify information contained within the SMR database, the database is compiled from a variety of often-unchecked sources and the information it contains should not be seen as definitive. Therefore, the West of Scotland Archaeology Service does not accept responsibility for the accuracy of any SMR Information supplied by it and the user of such SMR Information accepts that, save as regards any matter for which it is not possible in law to exclude or limit liability, the West of Scotland Archaeology Service accepts no liability whether for direct, indirect, consequential or incidental damages or losses arising from the use of SMR Information.

Digital extracts of SMR data will only be provided to professional archaeological organisations or bodies capable of handling unmediated archaeological data. Such extracts will have an expiry time of 6 months beyond which time they will no longer be valid.

The boundaries of Scheduled Monuments shown on any maps provided by the SMR have been derived from digital data supplied by Historic Scotland and are intended to act as a guide only. For definitive information on Scheduled Monuments the enquirer should contact Historic Scotland.

The whole of the copyright and all other intellectual property rights throughout the world for the whole of the term of such copyright in the SMR Information is held by the West of Scotland Archaeology Service. Dissemination to a third party of the SMR Information without the written consent of the Archaeology Service shall be deemed a breach of that copyright. SMR Information supplied to an enquirer shall not be retained after the specific use for which it was requested has finished. Where specific consent under the copyright provisions governing the SMR has been obtained for dissemination of SMR Information to third parties through publications, reports or theses, due acknowledgement of the use of SMR Information will be given.

Users of SMR data will be expected to inform the SMR of new sites or information which comes to light as a result of their research. Copies of, or access to, the completed research should be made available to the SMR within 6 months of completion.

The Sites and Monuments Record may be contacted as follows:

West of Scotland Archaeology Service
20 India Street
Glasgow
G2 4PF
Tel: 0141 287 8333 or 8330
Fax: 0141 287 9529
Email: enquiries@wosas.glasgow.gov.uk
Web: <http://www.wosas.net>