



Historic Environment Scotland's Statement of Public Task

Our statement of public task

Historic Environment Scotland's Public Task for the purposes of the Re-use of Public Sector Information Regulations 2015 comprises all of the statutory functions, duties and responsibilities as set out in the Historic Environment Scotland Act 2014 and related legislation, as well as the objectives set out in our Corporate Plan 2016-19. Our Public Task also includes some customary practices for which we are responsible. Specifically our mission is:

- to enhance knowledge and understanding of Scotland's historic environment
- to protect, conserve and manage the historic environment for the enjoyment, enrichment and benefit of everyone – now and in the future
- to share and celebrate our cultural heritage with the world

We produce, hold, collect, use and disseminate information and documents within our Public Task for the purposes of:

- preserving, conserving and developing Properties in Care, archives and collections
- exhibiting and interpreting Properties in Care, archives and collections
- investigating, recording and protecting the historic environment
- managing the National Record, archives and collections as a national resource for reference, study and research
- encouraging education and research
- promoting and contributing to understanding and enjoyment of the historic environment including through publications, partnerships and membership programme
- meeting its operational, legal, charitable and statutory obligations

These documents are:

- in any and all formats and media
- in physical and digital form, both online and offline
- on HES premises and externally, for example through loan

The information and documents within HES originate from various sources and multiple copyrights may apply. Some material is owned by the Crown and is managed and administered by HES on its behalf through a delegation of authority.



Re-use of documents

The following table provides a summary of the Historic Environment Scotland documents available for re-use and the terms on which they are available. This list is a guide to documents available for re-use and is not intended to be a comprehensive statement of all documents held by us.

1. Within the Public Task and generally re-useable for free for non-commercial purposes	2. Within the Public Task and generally re-useable for a charge for commercial purposes	3. Within the Public Task but generally not available for re-use	4. Outside the Public Task or the scope of the PSI Regulations
Published corporate documents (including policies, reports, corporate plans and strategies)	JPEG images greater than 800 pixel width	Documents not falling within columns 1 or 2 which have been used only for the initial public task purpose for which they were created	The HES brand and logo
JPEG images up to 800 pixel width	Other forms of content and metadata (e.g. administrative, geographical, geospatial and description)	Any document that has not been made available by HES and may not be made available under relevant legislation, such as the Freedom of Information (Scotland) Act 2002	Commercial, promotional, advertising, merchandising, and associated products created, produced, commissioned, sold, or otherwise handled by HES



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Basic discovery metadata (e.g. catalogue entries, site descriptions)	Video/film clips and audio recordings	<p>Any document the supply of which would be illegal or counter to the public interest, including anything:</p> <ul style="list-style-type: none">• That is embargoed• Containing sensitive information under the Data Protection Act 1998• That would in any other manner be harmful to any person's privacy or safety• The supply of which would threaten the safety of the HES Properties in Care, its collections, archives or premises.	Documents prepared to third party commission or in conjunction with any third party for purposes other than HES's Public Task



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Spatial data (e.g. shape files, web map/feature services) – provided under an Open Government Licence (OGL)	Other forms of content and metadata (e.g. administrative, geographical, geospatial and description)	Any document that has not been made available by HES and may not be made available under relevant legislation, such as the Freedom of Information (Scotland) Act 2002	Documents in which there is intellectual property owned by a third party
Other forms of content and metadata (e.g. administrative, geographical and description)			
Documents specifically produced for free and unrestricted public access			



Review

We will review our Public Task statement as required and in accordance with changing custom and practice. It is due to be reviewed again in March 2019.

Questions or complaints

If you have any questions about the public task statement please email them to enquiries@hes.scot or by writing to Historic Environment Scotland, Longmore

House, Salisbury Place, Edinburgh EH9 1SH.

We have an established procedure and guidance for handling complaints. If you have a complaint about HES under the Re-use Regulations, you can submit it using our [complaints handling process](#).