

HSBC access policy document, 2009

HSBC Group Archives

Conditions of Access to the Archives

1. Researchers wishing to access the archives must apply in writing stating the reasons for access and providing an outline of their research.

2. HSBC Group Archives encourages and supports the use of its archive for the purpose of historical research. The archives do not have strict and formal closure periods for certain classes of records but treat each request to access the archives on its own merits. Access will be granted at the discretion of the archivist on duty in the searchroom in accordance with the following conditions:

- Access will not compromise the Group's duty of confidentiality to its customers
- Access will not harm any persons, living or dead
- Access will not jeopardise the commercial position or good standing of the bank
- Access is in accordance with banking legislation & the Data Protection Act 1998
- Access will not cause physical harm to any individual items

3. No customer of the HSBC Group can be named in any published or circulated work without the permission of that customer or its successor, which the researcher must make all reasonable attempts to obtain. However, this condition may be waived at the discretion of the archivist in certain circumstances – for instance if the customer names are anonymised, or if the records consulted are over 100 years old.

4. Prior to publication, reproduction or circulation of their work, the researcher must send to HSBC Group Archives any part of that work which is based upon material in the HSBC Group Archives.

5. Any copies that are made from material in the HSBC Group Archives (whether as photocopies, digital images or any other form of copying) must be used only for the personal study of the researcher. They may not be published, circulated or reproduced in any way unless permission has been granted by HSBC Group Archives.

6. Users must handle the archive material in a sensitive and careful manner. They must take good care to retain the archives in the order in which they are found. Under no circumstances may any archive material be removed by a researcher from the HSBC Group Archives.

I have read and agreed to the conditions of access to the HSBC Group Archives

Name:

Signature:

Date:

*Original signed copy to be kept by the Business Archive
Copy to be kept by researcher*