

HSBC 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 Archives encourages and supports the use of its archive for the purpose of historical research. The archives operate 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 sole discretion of the archivist on duty in the searchroom in accordance with the following conditions:

- Access will not compromise HSBC's duty of confidentiality to its customers
- Access will not damage the reputation of any persons, living or dead
- Access will not jeopardise the commercial position or good standing of the bank
- Access is in accordance with any appropriate data protection or privacy law or regulation
- Access will not cause physical harm to any individual items

Should access be denied, for whatever reason, the archivist on duty is under no obligation to provide an explanation.

3. No customer [or employee] of the HSBC Group companies may be named in any published or circulated work without the written permission of that customer [employee] or [its or their] successor, which the researcher must make all reasonable attempts to obtain. However, this condition may be waived (in writing) at the sole discretion of the archivist in certain circumstances – for instance if the customer [or employee] 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 obtain the express written permission of HSBC Archives. To facilitate this, the researcher should send to HSBC Archives any part of that work which is based upon material in the HSBC Archives in good time before intended publication, reproduction or circulation.

5. Any copies that are made from material in the HSBC 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 They may not be published, circulated or reproduced in any way unless express written permission has been granted by HSBC Archives.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 Archives.

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

Name:

Signature:

Date:

*INTERNAL – Original signed copy to be kept by HSBC Archives
Copy to be kept by researcher*