

Group Archive Access Policy

1. Conditions of access

- Access to the Aviva Group Archive ('the Archive') is by appointment only and at the discretion of the Group Archivist. Aviva Central Services UK Limited ('the Company') reserves the right at any time to restrict or prohibit access without notice.
- Access is granted on the understanding that the reader is engaged in bona fide historical research, and that information obtained will in no way be used against the interests of the Company or the Aviva Group.
- Access to certain records may be restricted according to our closure periods and at the discretion of the Group Archivist; records created within the last 30 years are generally closed and records that contain personal information or information linked to identifiable living individuals will be closed for the duration of their lifetime. Given the nature of our records, this is generally held to be 100 years after the point of creation.
- No information may be extracted from documents beyond the agreed subject of research.
- Times of access are a matter for discussion between the archivist on duty and reader and may be subject to variation at short notice.
- Every reader must sign a copy of the Archive's Access Policy before commencing any work; signing implies that the following Searchroom Regulations will be observed.
- Proof of identity may be requested at first signing.

2. Searchroom regulations

- Eating and drinking in the searchroom are prohibited.
- Readers may write only in pencil. The use of an audio recorder, camera, or computer is at the discretion of the archivist on duty.
- No mark shall be made on any document and no person shall lean upon any document or place it on or under the paper on which they are writing. Generally, the greatest care must be taken in handling documents, which must never be removed by the reader from the searchroom.
- Documents may be photocopied, scanned, or photographed at the discretion of the archivist on duty, who reserves the right to charge a fee for this service. Digital material can only be printed, copied, or reproduced in any other way, if permission has been given by the archivist on duty.

3. Publication

- The final draft of any text that concerns the business of the Company or the Aviva Group, insofar as information has been gathered from the Company's records, must be submitted to the Group Archivist for approval before publication. In this connection, an academic thesis is regarded as publication.