

Group Archive Collection Policy

1. Repository information

Aviva Group Archive
8 Surrey Street, Norwich NR1 3NG United Kingdom
archive@aviva.com
Archon code: 2070

2. Legal status and authority to collect

- Aviva's Group Archive ('the Archive') was established in 2000 with the merger of CGU and Norwich Union; the collection is composed of the records of these companies and their historical constituents, reflecting Aviva's on-going history, and is in support of our legitimate interest of maintaining Aviva's corporate memory.
- This Collection Policy is informed by the *Companies Act (2006)* and Aviva's *Group Records Retention Guidelines*, and has been formulated in accordance with The National Archives' *Standard for record repositories*.
- The Archive seeks to abide by all current archive legislation and the Archives & Records Association's Code of Ethics.
- We take data protection seriously; where identified, any personal data collected by the Archive is subject to controlled access and closure periods as set-out in our Access Policy and Privacy Policy.
- Any personal data held by the Archive is subject to the General Data Protection Regulation (GDPR) and the safeguards and derogations as described in Article 89 thereof. The data controller in respect of such personal data is Aviva Central Services UK Limited.

3. Scope and limitations to this policy

3.1 Background

- We are Aviva's corporate memory, representing a unique and irreplaceable heritage.
- Our oldest constituent, the Hand in Hand Fire and Life Insurance Society, was established in 1696 and the collection dates from this period onwards.
- The collection represents more than 300 years of operation and encompasses the records of many hundreds of companies; it has been acknowledged by the author and historian Edwin Green as the most important insurance industry archive in the United Kingdom.

3.2 Selection criteria

- The Archive seeks to collect material relating to the operation of Aviva plc and its constituents, regardless of geographical location or format, although specialist media may be referred to a more appropriate repository (1) if it is in the best interests of the material and (2) if agreed by all parties concerned.
- Current holdings include paper-based documents, printed media, audio-visual materials, objects, and electronic media from all territories in which the Group is and has been involved.
- We will not normally seek to collect general resources concerning the history of insurance or the records of companies unrelated to the Group.
- If offered material outside the scope of this policy, we shall endeavour to inform potential donors of a more appropriate repository.

3.3 What do we collect?

- Statutory and other records of primary (*on-going*) value to the business, selected for permanent retention as per Aviva's Group Records Retention Guidelines, including: accounting and financial records; board papers and minutes; corporate records; legal records; sales and marketing material; share records; and statutory returns.
- Records of secondary (*historical*) value, for their inherent informational or evidential value, including: advertising; agents' records; branch records; circulars and internal communications; health and safety information; policy registers; property records; sponsorship material; and staff publications.
- Digital records: we do not distinguish digital records from the above other than by format; the notable difference being "born-digital" records where there is no physical analogue (e.g. a website); we shall endeavour to collect digital and born-digital records, dependant on resources and subject to our Digital Strategy.

4. Processes and methods

4.1 Methods of acquisition

- It is expected that the bulk of acquisitions will be by internal transfer.
- Donations are the preferred method of acquisition otherwise.
- Loans may be considered under exceptional circumstances, but only if the selection criteria are met in full.
- Purchases will only be made under very exceptional circumstances and if the selection criteria are met in full; it should be noted that the Archive does not have an acquisitions budget.

4.2 Associated conditions

- Gifts or donations are accepted on the understanding that the Donor is entitled to act as such either as owner or on behalf of the owner.

4.3 Deaccessioning

- The Archive reserves the right to deaccession and dispose of material that does not meet (or no-longer meets) its Collection Policy; disposition could include transfer to a more appropriate repository or, for example, secure destruction; we would always seek to agree any action with the original donor, wherever possible.

For full conditions relating to the section above, please refer to the Archive's Accession form.

5. Access conditions

- Access is by prior appointment and subject to the terms and conditions of the Archive's Access Policy.
- Further details about the collection and visitor information can be obtained by contacting the Archive.

6. Date and period of review

- This policy statement will be reviewed as necessary and at least once every five years.