

Corporate Archives Regulations

Corporate Archives
Georg Fischer AG
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Date 20.01.2020
Place Schaffhausen
To Users of the Corporate Archives

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Regulations of the Corporate Archives of Georg Fischer Ltd

1 Principles

- 1.1 The archive holdings may be consulted by employees of Georg Fischer Ltd and by external persons. Use of the archive requires authorization for which an application must be made.
- 1.2 The Archivist, where appropriate in consultation with the Corporate Secretary, decides whether the applicant may use the Corporate Archives of Georg Fischer Ltd.

2 Application for use and approval

- 2.1 The application can be made in writing or orally and must provide information about the applicant and the purpose and goal of use.
- 2.2 In certain circumstances, approval may be subject to particular conditions and requirements.
- 2.3 The authorization to use the archive is issued only to the applicant and for the purpose set out in the application.
- 2.4 The authorization to use the archive may be revoked at any time.
- 2.5 If the research is about a particular person, written approval of the person concerned must be requested, if possible. It is the responsibility of the user to clarify and present the biographical data necessary to determine the periods of protection for personal data.

3 Periods of protection

- 3.1 The period of protection begins with the date of the latest document in a dossier.
- 3.2 As a rule, archived documents may be consulted after a standard period of protection of 30 years.
- 3.3 The period of protection may be extended in the event of an overriding interest of Georg Fischer Ltd or a third party.

- 3.4 Documents that were accessible without any restriction before delivery to the archive remain so.
- 3.5 Documents that contain particularly sensitive personal data or personality profiles are subject to an extended period of protection of 50 years. The extension of the period of protection from 30 to 50 years ceases to apply if the person in question has given written approval to consult the documents or has been deceased for more than three years.

4 Use of the Corporate Archives

- 4.1 The archive holdings may be used only on the premises of the Corporate Archives or the Iron Library.
- 4.2 Archive materials may not be taken out on loan or sent out for purposes of consultation.
- 4.3 The archive materials are historical documents which must be handled with extreme care.
- 4.4 It is forbidden to write notes of any kind on the archive materials.
- 4.5 Nothing may be changed in the order and arrangement of the archive materials, or their call numbers, binding or packaging.
- 4.6 The Archivist will decide whether archive materials may be reproduced.

5 Use of research findings

- 5.1 Users must observe copyright law and personal rights and must respect the legitimate interests of third parties.
- 5.2 Any reproduction of archive sources must be authorized by the copyright owner.
- 5.3 The Corporate Archives must be specified as the source in publications.
- 5.4 Users will automatically give the Corporate Archives an author's copy of the work, regardless of whether it is published or not.

Schaffhausen, 20 January 2020

Franziska Eggimann
Corporate Archivist