

Regulations governing use of the Archive

ACCESS AND REFERENCE SERVICE

Art. 11

Principles governing access

Taking into account the particular confidentiality of the banks' holdings and the status of the archive's reorganisation, the Intesa Sanpaolo Historical Archives ensures the broadest access to documents, complying with applicable laws with regard to the access to holdings, established at forty years after creation for the general documentation, and at seventy years in the case of confidential records relating to purely private transactions (Code of Conduct; provision no. 8/P of 14 March 2001 issued by the Authority for the Protection of Personal Data, art. 10 and Cultural Heritage Code, Law no. 42/2004).

The staff of the Historical Archives adhere to the principles of free consultation of holdings, of fairness and of non-discrimination towards users, in accordance with the rules laid down in the above-mentioned Code of Conduct, articles 1 and 5. Users gaining access to the holdings are responsible for proper treatment and appropriate dissemination of any confidential and sensitive information in the documentation, and are required to sign their acceptance of the Code of Conduct, articles 9–11.

Moreover, the Intesa Sanpaolo Historical Archives safeguards the data concerning the assets of the clients and the individual aspects of employment of the banks' staff of, as set out in article 14 of these Regulations.

Art. 12

Request for access

In addition to the staff of the Intesa Sanpaolo Group admitted for proven requirements of work, scholars, researchers and undergraduates may also consult the archive. The latter are required to present a letter of introduction by their thesis supervisor.

The request for access must be accompanied by a project outlining the aims of the research and the way it is being undertaken.

The application requires that the user:

- 1) sign acceptance of responsibility with regard to the treatment and disclosure of information (as per art. 11, par. 3);
- 2) declare he/she be aware of the laws in force concerning copyright;

3) undertake to present at least one copy of each publication, thesis, or other paper originating from the consultation, even where this be produced in later years.

Art. 13

Authorisation

Authorisation to consult the documents held by the Intesa Sanpaolo Historical Archives and/or the information contained in it differs between *free access*, in the case of archives freely available for consultation, *special access* and *use of the historical information service*, in accordance with the following Articles.

Art. 14

Special access

On the basis of the research project, the Director of the Historical Archives will evaluate cases of access to the documentation notwithstanding the ongoing reorganisation, subject to the planning and the resources of the Archive itself.

Authorisation for special access may, in some cases, contain cautions involving the suspension of consultation of individual documents or files, until the expiry of the seventy years required by law to protect confidentiality, or the prohibition of copying.

Particular attention should also be paid to the relevance of the requested documents for consultation with regard to the purposes of the research.

Art. 15

Historical information service

The historical information service makes it possible to obtain replies to specific questions, both on the presence of holdings not yet open to the public, and on given questions of a historical nature. Priority will be granted to internal applicants, for purposes of the Intesa Sanpaolo Group.

Art. 16

Consultation methods

Consultation is permitted by appointment and is only allowed on the premises of the Historical Archives set aside for the same. Consultation shall take place in the presence of archive staff.

Visitors are required to identify themselves at the time of initial registration and to sign the daily attendance register.

The Reference rooms are open for consultation from 9am to 2pm on weekdays, except for a period of interruption of five weeks from the third week of July, or when exceptional needs arise concerning logistics or inventory.

Art. 17

Reference service

The staff working in the Reference rooms will assist users and provide inventories and directions to help in the proper fulfilment of their research. To this end, they will update the historical, administrative, and technological knowledge at their disposal as necessary.

To facilitate consultation, computerised catalogues for the holdings, inventories, and other search tools freely available on the Historical Archives website are available to users in the Reference rooms.

Art. 18

Behaviour

It is forbidden to bring coats, overcoats, bags, briefcases and other containers into the Reference rooms. The use of fountain pens, scanners, mobile phones, recorders and the like is forbidden. The use of photographic equipment for specific needs must be expressly authorised. The use of portable computers is permitted.

Visitors are required to maintain the order and integrity of the folders made available to them, as well as of the files and individual documents. Likewise, they are required to effect correct use of any equipment present in the Reference rooms, paying particular attention to the microfilm readers and hardware made available to them; no USB flash drives or other media may be introduced into these.

COPYING AND PUBLICATION

Art. 19

Procedure for copying documents

Visitors may make a limited number of copies of documents free of charge where these are required for their personal studies. The paper or digital copies obtained may not be given to third parties.

Any requests of particular delicacy or entity must be authorised by the Director of the Historical Archives. Permission to photocopy or effect a digital copy does not entail any artistic or literary copyright before third parties.

Art. 20

Procedure for publishing documents

The summary, quotation, and reproduction of excerpts from the documents for purposes of historical and scientific research and teaching is permitted. Any use must be accompanied by explicit reference to the archive and documentation consulted.

The full publication of documents is not permitted without the express approval of the Director of the Historical Archives.

Art. 21

Rights

The financial and literary ownership of all documents produced in the performance of company functions pertains to Intesa Sanpaolo.

Any use of documents, photographs, audiovisual and multimedia materials for publishing purposes is granted following specific written authorisation and foresees, as a condition, the delivery of an agreed number of copies or the payment of a fee commensurate with the service requested.

In the case of donations or deposits of private archives by executives of the Bank or their heirs, which contain documents defined as “creative and imaginative works”, the rules of copyright shall apply.

Art. 22

Penalties

Any conduct entailing neglect or failure to comply with the regulations referred to in Articles. 11–12 and 18–21, might result in rejection of further requests for consultation.