

# BMW Classic. BMW Group Archives.

## User Code.

### 1. Preamble

The Group Archives of BMW AG is a private archive. It is used primarily for purposes of the operator of the archive – Bayerische Motoren Werke Aktiengesellschaft.

The archive and the data are in principle available to anyone who demonstrates that they have a legitimate interest in the history of BMW AG and agrees to abide by this User Code. There is no legal right for access to the archive.

Use of the archive is free of charge, but fees are payable for the preparation of copies and duplicates of pictures. Details of these costs are provided in the latest price list.

### 2. User application

An application for use of the archive should be submitted to the archive management giving the subject of research and the likely duration of the project.

The user approval is only applicable for the relevant subjects and dates given in the user application. Any deviations from the user application should be notified to the archive management in good time.

If users require support concerning information from employees of the archive, this should be requested in a separate application. Dates should be agreed directly with the archive employee.

### 3. User approval

The archive manager or a deputy appointed by him takes the decision on the user application.

If the user permit is granted, a workplace is reserved for the user in the reading room over the agreed period of time. If the user is unable to keep to the planned schedule, the user

application is cancelled in the interests of other users.

### 4. Use

The user is provided with a workplace in the archive. This is equipped with a PC on which the archive's dedicated research program is installed. The use of a researcher's own technical equipment (e.g. scanner, laptop, typewriter, dictating machine, camera or telephone) in the archive facilities is subject to approval.

The archive items must be requested from the employees of the Group Archive. The archive items made available may only be inspected at the assigned workplace and must be treated with great care. Files must be left in the correct sequence and order in which they were made available. Before leaving the archive, all archive items made available must be returned to an employee of the Group Archive.

As far as possible, staff at the Group Archives are available to provide advice to researchers during hours of business. Advice covers information on the appropriate archive items and relevant literature, as well as questions relating to the Group Archives of BMW AG.

On request, users must provide evidence of identity to archive employees and security staff. Instructions given by staff should be followed at all times.

### 5. Restriction of use

After expiry of the embargo period, all archive items are generally available to users. The stocks held in the library of the media archive and the volume documentation stored in the archive are not subject to any embargo periods. Other data is subject to an embargo of 30 years following the end of the relevant matter. This embargo is calculated from the date of the most recent event or most recent document in an archive item. In the case of documents classified as "secret" when they were created, the embargo period is extended to 60 years. If the archive records relate to a natural person,



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these documents may only be used at the earliest 10 years after the death of the individual. If the date of death is not known, a period of 100 years after the birth of the relevant person is applicable.

Access to archive items may also be refused or their use restricted if

- statutory provisions or internal BMW regulations preclude unrestricted use,
- the archive records are subject to secrecy requirements,
- agreements precluding use were concluded with previous owners (legacies, family archive, etc.),
- the high value or the state of preservation of an archive item appear to make this advisable,
- the archive items are temporarily required for purposes of BMW AG.

## 6. Evaluation of the data

The use of archive items and in particular reproductions is only permitted within the framework of the subject area specified in the user application. Forwarding or disclosure of archive items or reproductions to third parties is not permitted.

The user shall ensure that information based on archive material from the Group Archives of BMW AG is published in a form that is factually correct. The sources used must be referenced individually and completely using the

appropriate archive designation (example: "BMW UA 121").

In the case of any work produced using the archive records from the Group Archives of BMW AG, the user shall forward to the Group Archives free of charge two reference copies in the form of off-prints or photocopies immediately following publication. This is also applicable to unpublished material.

## 7. Liability

BMW AG takes great care to provide accurate designation and identification of all archive items. However, it accepts no liability for any consequences resulting from an error in the presentation of archive items and reproductions.

Users are solely responsible for observing any copyright requirements, personal rights and the legitimate rights attributable to third parties when exploiting the data from the Group Archives of BMW AG. Any infringements of such rights may render the user liable to compensation for damages.

The user will be liable for any damage caused on the company site.

## 8. Exclusion from use

If users breach this User Code, they may be prohibited from using the archive. No justification is required for this measure and all members of staff at the archive may issue such a prohibition.

