



## IMAGE INFORMATION PROCESSING EQUIPMENT OPERATING & MANAGEMENT POLICY

Hotel Grand Hyatt Seoul of Seoul Miramar Ltd. (“Grand Hyatt Seoul”) informs you as to the purposes and methods of use and maintenance of its image information processed by the company pursuant to this Image Information Processing Equipment Operating & Management Policy.

### 1. GROUNDS AND PURPOSES FOR INSTALLING IMAGE INFORMATION PROCESSING EQUIPMENT

Grand Hyatt Seoul installs and manages image information processing equipment for the purposes below as per Paragraph 1, Article 25 of the Personal Information Protection Act.

Facility safety and fire prevention

Prevention of crimes for customer safety

Prevention of vehicle theft and damage

### 2. NUMBER, LOCATION, AND CAPTURE RANGE OF UNITS INSTALLED

NUMBER OF UNITS INSTALLED	LOCATION AND CAPTURE RANGE
62 UNITS	Restaurants, elevators, main entrance, corridors to offices, underground arcade, parts of guestrooms, entrance of business space, lobby, and front area
49 UNITS	Parking lot exterior of buildings

### 3. MAINTENANCE MANAGER AND PERSONS AUTHORIZED TO ACCESS

Grand Hyatt Seoul appoints a manager responsible for the protection of personal image information and specifies the persons authorized to access the information as follows to protect the image information and address complaints related to personal image information:

	NAME	POSITION/JOB GRADE	ORGANIZATION	CONTACT PHONE
Maintenance manager	In-ki Yun	Deputy manager	Security Section	799 -8127
Persons authorized to access	Staff of Security Section	Employee or staff member	Security Section	799 -8239



**4. TIME TO CAPTURE IMAGE INFORMATION, RETENTION PERIOD, STORAGE LOCATION, AND HANDLING METHOD**

TIME TO CAPTURE IMAGE INFORMATION	RETENTION PERIOD	STORAGE LOCATION
24 HOURS	Day captured + 30 days	Security Section (digital format)

Handling and processing methods: Data related to any unauthorized use of personal image information, requests for provision of the information to any third party, destruction, and review, etc. are recorded and maintained. When the retention period expires, the information shall be permanently deleted using irrecoverable methods. (Any output on paper or storage media is shredded or incinerated)

**5. METHODS AND LOCATION FOR CHECKING PERSONAL IMAGE INFORMATION**

- Checking methods: You may check your personal image information by visiting the hotel after informing the image information manager in advance.
- Checking location: Security Section

**6. ACTIONS FOR REVIEW OF IMAGE INFORMATION UPON REQUEST**

You may at any time request the image information equipment operator to allow your review, verification of existence, or deletion of your personal image information. Note, however, that it will be limited to personal image information that includes your image captured or which is clearly required for the urgent protection of life, body, and property.

Grand Hyatt Seoul will take the necessary actions without delay when you request review, verification of existence, or deletion of your personal image information.



## 7. MEASURES FOR THE SECURITY OF IMAGE INFORMATION

The image information handled by Grand Hyatt Seoul is securely maintained with encryption. In addition, the company grants to its employees differentiated authority to access the personal image information as part of its administrative measures to protect personal image information. To prevent forgery or tampering of the personal image information, the company records and maintains the date/time captured, purpose, viewer, and time of review of the personal image information.

## 8. MATTERS RELATED TO CHANGES IN THE PERSONAL INFORMATION PROCESSING POLICY

This Image Information Processing Equipment Operating & Management Policy is enacted on 12 AUGUST 2020. Any addition, deletion, or correction based on a change in statutes, policies, or security technologies shall be notified along with the reason and contents through the company's website at least seven days in advance.

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