

PARK HYATT BUSAN IMAGE INFORMATION PROCESSING EQUIPMENT OPERATING & MANAGEMENT POLICY

Park Hyatt Busan (parkhyattbusan.com, herein referred to as ‘Park Hyatt Busan’) 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

Park Hyatt Busan 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 customers’ safety

2. Number, Location and Capture Range of Units Installed

Number of Units Installed	Location and Capture Range
229 Units	Parking lot, restaurants, elevators, main entrance, corridors to offices, entrance of business space, lobby, and front area, etc.

3. Maintenance Manager and Persons Authorized to Access

Park Hyatt Busan 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 personal image information:

	Name	Position / Job Grade	Organization	Contact Phone
Maintenance manager	Kim, Kanghyo	Director of Engineering	Engineering	+ 82 51 990 1480
Persons authorized to access	Hong, Sunghyun	Director of Rooms	Rooms	+82 51 990 1210

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	Control Room (digital format)

Handling or processing methods: Data related to any unauthorized use of personal image information, requests for provision of the information to any party, destruction, and review, etc. are recorded and maintained. When the retention period expires, the information shall be permanently deleted using an irrecoverable method. The information captured and stored in digital format is automatically deleted after 30 days. (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. Park Hyatt Busan 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 Park Hyatt Busan is securely maintained. 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 maintains the date/time capture, 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 1 March 2013. 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.

Date Published: 1 March 2013 / Date Enforced: 1 March 2013

Last Day Amended: 14 February 2017