

PARK HYATT SEOUL OPERATION AND MANAGEMENT POLICY FOR VIDEO DATA PROCESSING DEVICE

This document outlines Park Hyatt Seoul's policy regarding the purposes and methods of using and retaining video footage through the operation and management of video data processing devices.

1. Grounds and purposes of installing video data processing devices

Park Hyatt Seoul installs and manages video data processing devices for the following purposes, in accordance with Article 25:1 of the Personal Information Protection Act:

- Facility safety and fire prevention
- Crime prevention for customer safety
- Prevention of vehicle theft and damage

2. Number, location and coverage of cameras installed

Number of units installed	Locations and coverage
86	Parking lot/garage, restaurants, event venues, lobby entrance, office area corridors, restaurant entrances, lobby, front desk, offsite catering office

3. Maintenance officer and persons authorized to access video footage

The following personal information management personnel are appointed to protect video footage and to handle any complaints relating to personal information. Personnel with the authority to access video footage are nominated specifically.

Role	Name	Position / Job Grade	Organization	Contact Phone
Maintenance officer	Lee, Dong Hyun	Security Manager	Security	+ 82 2 2016 1275
Persons with authorization to access	Park, Jong Wook Park, Jong Kun, Kim, Yu Lee, Lee, Ji Eun, Kim, So Young, Yun, Il Kyeong, Kim, Joo Hyung	Duty Manager	Rooms	+ 82 2 2016 1146

4. Image filming time, footage retention period, storage location and handling method

Filming time	Retention period	Storage Location
24 hours / day	30 days from date of filming	Security Department (in digital form)

Handling method: Data relating to any unauthorized use of, sharing with third parties, deletion and viewing of video footage is recorded and managed. Footage is permanently deleted using non-recoverable methods upon expiry of retention period, being automatically erased by digital means 30 days after date of initial capture. (Data recorded or printed onto paper are shredded or incinerated.)

5. Personal video footage viewing method and location

- Viewing method: Video footage can be viewed privately by visiting Park Hyatt Seoul after contacting the Maintenance Officer in advance.
- Viewing location: Security Department

6. Handling of requests to view video footage

If you wish to view, confirm the existence of, or delete video footage containing your personal image, you may make a request to the CCTV camera Maintenance Officer at any time. Please note, however, that you will only be permitted to view footage that contains your personal image or is clearly required for the urgent protection of life, physical safety or property. Park Hyatt Seoul will respond without delay to any requests to view, confirm the existence of, or delete video footage containing your personal image.

7. Measures to ensure the security of video footage

The Park Hyatt Seoul handles video footage in a safe manner. In the interests of personal information protection, access to footage is granted only to specific personnel, while all footage is stored with records of date of filming, and with details of purpose, viewer identity and date and time of each viewing

8. Changes in personal information handling policy

This video data processing device operation and management policy was amended on 31 May 2022. In the event of any subsequent additions, deletions or amendments to this policy due to changes in statutes, official policies or security technologies, notification shall be provided via the Park Hyatt Seoul website at least seven days in advance, and shall include reasons for and specific details of the change(s) to be made.

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