

CCTV Operation and Management Policy

Royal Hotel Seoul (hereinafter referred to as the "Company") hereby informs you of how the video information processed by the Company is used and managed through this CCTV Operation and Management Policy.

1. Basis and Purpose of Installing CCTV (Video Information Processing Devices)
Pursuant to Article 25, Paragraph 1 of the Personal Information Protection Act, the Company installs and operates CCTV for the following purposes:
- Facility safety and fire prevention

- Crime prevention for customer safety

- Prevention of vehicle theft and damage
2. Number of Cameras, Installation Locations, and Shooting Coverage
The Company installs and operates CCTV as follows:

Hotel	Number of Devices	Installation Location and Shooting Coverage
Royal Hotel Seoul	3	Rooftop
	1	In front of the staff elevator on the 21st floor
	9	21st Floor Grand Kitchen / Club Lounge
	34	Guest room corridors (North/South) on the 4th to 20th floors
	2	Entrance to the executive office/restroom corridor on the 4th floor
	12	Banquet halls on the 2nd and 3rd floors
	14	1st Floor Lobby / The Garden
	15	B1 Floor Spa / Fitness Center / Parking Lot
	5	B2 Floor Corridor / Machine Room / Staff Cafeteria
	7	Main Gate / Back Gate / Garden
	5	Inside elevators

3. Person in Charge of Management and Authorized Access Personnel
To protect your video information and handle complaints related to personal video information, the Company has designated and operates the following personnel:

Hotel	Classification	Name	Title	Department	Contact
Royal Hotel Seoul	Person in Charge & Authorized Person	Sang- hun Kim	Head of General Affairs	Royal Hotel Seou	02-2129-5713

4. Recording Time, Retention Period, Storage Location, and Processing Method of Video Information

Processing Method: Matters concerning requests for purposes other than intended use, provision to third parties, destruction, and viewing of personal video information are recorded and managed. Upon expiration of the retention period, the information is permanently deleted in a way that makes restoration impossible (shredded or incinerated in the case of printed materials).

Recording Time	Retention Period	Storage Location
24 Hours	30 days from the date of recording	Located within designated controlled areas of the hotel

5. Entrustment of CCTV Installation and Management
The Company entrusts the installation and management of CCTV as follows, and regulates necessary matters during entrustment contracts in accordance with relevant laws to ensure that personal information is safely managed..

Hotel	Consignee (Contractor)	Contact Person	Contact Information
Royal Hotel Seoul	S1 Co., Ltd.	Wan-seok Lee	010-4904-2152

6. Methods and Locations for Checking Personal Video Information

- **How to Check:** You can check the information by contacting the person in charge of CCTV management in advance and visiting our headquarters.
- **Location to Check:** Hotel Security Office

7. **Actions on Information Subject’s Requests for Access to Video Information, etc.**
If you wish to access, confirm the existence of, or delete your personal video information, you may request this from the CCTV operator at any time.

However, this is limited to personal video information in which you are recorded, or personal video information clearly necessary for the urgent benefit of the information subject’s life, body, or property.

This institution will take necessary measures without delay upon receiving a request to view, confirm the existence of, or delete personal video information.

8. Measures to Ensure the Safety of Video Information

The video information processed by the Company is safely managed through encryption measures, etc.

In addition, as a managerial measure for the protection of personal video information, our headquarters grants differential access rights to personal information. To prevent forgery and alteration of personal video information, we record and manage the generation date and time of personal video information, the purpose of viewing, the viewer, and the viewing date and time.

Furthermore, we have installed locking devices for the secure physical storage of personal video information.

9. Amendment of Personal Information Processing Policy

This CCTV Installation and Operation Policy was enacted on March 30, 2012. In the event of additions, deletions, or modifications to the contents due to changes in laws, policies, or security technologies, we will notify you of the reasons and details of the changes on our official website at least 7 days prior to implementation.

- **Announcement Date:** April 20, 2016

- **Amendment Date:** December 18, 2019

- **Effective Date:** December 18, 2019 ~