

RULES FOR THE OPERATION OF A SECURITY IMAGING (NON-WORK) CAMERA SYSTEM

The **Kastélyszálló Kft.** (registered office: 1033 Budapest, Polgár u 8-10. ("**Company**")) operates an electronic surveillance system (security video recording camera system) in the building of the Fenyőharaszt Castle Hotel (in the public spaces of the building, in the kitchen and at the reception) as the operator of the Fenyőharaszt Castle Hotel.

The Company provides information to data subjects pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) ("GDPR"), in accordance with this Policy.

1. Legal basis for data processing:

Operation of the security recording camera system for the purpose of protecting property necessary for the enforcement of the legitimate interests of guests staying in the building of the Fenyőharaszt Castle Hotel operated by the Company (in the common areas of the building, in the kitchen and at the reception), as well as for the purposes of property protection necessary for the enforcement of the legitimate interests of visitors to the building (as third parties), as well as for the protection of human life and physical integrity).

Before starting the installation of the security imaging camera system, the Company carefully considered the impact of the operation of the system on the data subjects (guests of the Fenyőharaszt Castle Hotel and persons entering the building) and concluded that the installation of the system would not result in disproportionate and unnecessary restrictions on the interests, fundamental rights and freedoms of the data subjects. The balancing test is annexed to this prospectus.

Data processing is necessary for the enforcement of the legitimate interests (property protection and protection of human life and physical integrity) of the guests of the Fenyőharaszt Castle Hotel operated by the Company and of the visitors to the building. Article 6 (1) (f) of the GDPR allows the legitimate interests of the data controller or a third party to serve as the legal basis for data processing under this policy.

During the installation and operation of the security imaging camera system, the Company takes into account the provisions of the GDPR, Act CXII of 2011 on informational self-determination and freedom of information (Privacy Act) and the relevant guarantee requirements of Act CXXXIII of 2005 on the rules of personal and property protection and private investigation activities (Sztvtv.).

Art. 5 para. 1 lit. a GDPR

'Personal data

...

(b) collected for specified, explicit and legitimate purposes and not processed in a manner incompatible with those purposes;... ('purpose limitation');

(c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');

..."

According to Section 31(1) of the Svtv:

'Article 31 (1) The form of the electronic surveillance system, which allows the recording of images, sound or images and sound, may be used for the protection of human life, physical integrity, personal freedom, the safekeeping of dangerous substances, the protection of business, payment, banking and securities secrecy and the protection of property, if the circumstances prevailing

during the execution of the order make it likely that violations will be detected, that the offender will be caught in the act or that these unlawful acts will be prevented, their proof cannot be achieved by any other method, the use of these technical means is strictly necessary and does not entail a disproportionate restriction of the right to informational self-determination. "

Pursuant to Section 30(1) of the Act

"The security guard may make and process video, audio, video and audio recordings through the operation of the electronic surveillance system within the framework of the contract defining its obligations, for the purpose of fulfilling its obligations under the contract, while enforcing data protection rights under the Informational Self-Determination and Freedom of Information Act, and in compliance with the restrictive provisions laid down in this Act. In the course of this activity, a person performing security guard functions is considered to be a data controller. "

2. Scope of personal data affected by the operation of the security imaging camera system:

Through the operation of the camera system, image recording is carried out containing personal data (none of the cameras record sound). The processed data: the image of the data subject and the conclusion that can be drawn from the recordings for the data subject (e.g. unauthorized access to the area, subsequent reconstruction of bumps within the parking garage).

3. Data Controller:

The Company.

4. Area covered by monitoring:

During the installation of the security imaging system, cameras were installed that only observe the places listed in the table below. Information signs have been placed in a prominent place in the monitored areas, indicating that the given areas are camera-monitored areas. No camera monitors a public area or part of it.

During the operation of the camera system, image recording is carried out (no sound recording).

The following cameras have been installed in the building:

CAMERA SERIAL NUMBER	WHERE TO PLACE A CAMERA	PURPOSE OF OBSERVATION	OBSERVED AREA	METHOD OF OBSERVATION
1	fkil level (reception)	controlof traffic in S, asset protection	fkil level (reception)	fixed
2	fkil, kitchen	control of passenger traffic, protection of property	kitchen	fixed
3	waiter corridor	control of passenger traffic, protection of property	waiter corridor	fixed
4	economic courtyard	tracking of goods shipments, asset protection	economic courtyard	fixed
5	Deep ground floor	control of passenger traffic, protection of property	Community areas	fixed

No cameras have been placed or directed to areas or rooms where permanent work is carried out,

designated to serve workers during their work, nor have cameras been placed in changing rooms, kitchens, dining rooms, washbasins or lavatories.

5. The purpose of the application of the security imaging system and the data processing carried out thereby:

The purpose of the installation of the security image recording system and the installation of the cameras within this framework is to protect the property of the guests of the Fenyőharaszt Castle Hotel operated by the Company, as well as the property of visitors to the building. The system is not intended to monitor the activities and work of employees in any way (it is not an on-the-job camera system) or to monitor them, nor does it violate the human dignity of those involved in any way.

6. Retention period of recordings and scope of persons entitled to access the recordings:

The recordings recorded by the image capture system will be retained by the Company for three (3) working days, after which the recordings will be immediately destroyed or deleted.

The recorded recordings are stored on the hard drive of the surveillance system located in the building.

The data controller shall take all reasonable technical precautions to ensure the safe and non-access storage of the recorded recordings by third parties. The recordings are stored in a closed unit of the electronic imaging system, which is not accessible from a public network.

The recordings recorded by the image capture system are only entitled to represent the Company, and the persons designated by them are entitled to get to know it. The recordings may be reviewed and used only for the purposes set out in this policy.

No person other than the designated persons is entitled to know or view the processed recordings, except in the case of proceedings initiated on suspicion of an offence or a criminal offence, the competent investigating authorities or courts, which may view and store the recordings within the framework of the relevant legislation in accordance with the procedural rules applicable to them. These transfers take place in accordance with the provisions of the Code of Criminal Procedure or, in the case of an offence, the Act on Misdemeanours, Misdemeanour Proceedings and the Misdemeanour Registration System. A record shall be drawn up of the re-examination of the recordings or their transmission in the case of proceedings initiated on suspicion of an offence or criminal offence, which shall include at least: the date of the re-viewing / transmission, the name of the person revisiting / transmitting, in the case of a flashback, the reason for the re-viewing and the additional measures specified for the recordings on the basis of the revision, in the case of transmission, the reason for the transmission and its recipient.

7. Data protection rights in connection with the operation of security cameras:

Your rights in connection with the operation of security cameras:

a) **right of access (Art. 15 GDPR):** You have the right to be informed by the Company as to whether or not your personal data is being processed and, if such processing is in progress, the right to access the personal data and the information contained in this Policy.

The Company shall provide you with a copy of the personal data undergoing data processing upon your request. For additional copies requested by the data subject, the Company may charge a reasonable fee based on administrative costs. If you have submitted your request by electronic means, the information should be provided in a commonly used electronic format, unless you request otherwise.

b) **right to rectification (Art. 16 GDPR):** except that image recordings are processed on the basis of

this Policy, it is not possible to correct the data. This is without prejudice to the possibility of requesting correction to the date of the recording of the image if the camera system demonstrably assigns an incorrect time to the captured images.

c) right to erasure (**Art. 17 GDPR**): You have the right to obtain from the Company the erasure of personal data concerning you and the Company is obliged to erase personal data concerning you if one of the following grounds applies:

- the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- you object to the processing and there are no overriding legitimate grounds for the processing;
- the personal data have been unlawfully processed;
- the personal data must be erased in order to comply with a legal obligation under Union or Member State law to which the Company is subject.

The above provisions pursuant to this point (c) shall not apply to the extent that the processing is necessary for the establishment, exercise or defence of legal claims. The deletion may take place subject to the provisions of section 6 of this Policy, after the expiry of the retention period, or in the event that the image recording is not transmitted – in the case of proceedings initiated on suspicion of an infringement or criminal offence.

d) right to restriction of processing (**Art. 18 GDPR**): You have the right to obtain from the Company restriction of processing if one of the following applies:

- you dispute the accuracy of the personal data, in which case the restriction applies to the period that allows the Company to verify the accuracy of the personal data;
- the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead;
- the Company no longer needs the personal data for the purposes of the processing, but you require them for the establishment, exercise or defence of legal claims;
- you have objected to the processing; in this case, the restriction applies to the period until it is determined whether the legitimate reasons of the Company take precedence over your legitimate reasons.

e) right to object (**Art. 21 GDPR**): You have the right to object, on grounds relating to your particular situation, at any time to the processing of your personal data. In this case, the Company shall no longer process the personal data unless the Company demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims. Considering that the purpose of using the image capture system according to this Policy is to protect the property of the Company's tenants, customers and visitors to the building, and in the case of the parking garage, to protect the human life and physical integrity of the named persons, the exercise of the right to object does not result in the termination of data processing in accordance with this Policy.

f) the **right to information about the above rights (Art. 12 GDPR)**: the Company informs you of the circumstances related to the processing in a concise, transparent, intelligible and clear manner within one month of receipt of your request pursuant to points (a) to (e) above. If necessary, taking into account the complexity of the application and the number of applications, this time limit may be extended by a further two months. The Company will inform you of the extension of the deadline, indicating the reasons for the delay, within one month from the date of receipt of the request.

The information is free of charge. If your request is manifestly unfounded or excessive, in particular because of its repetitive nature, the Company, taking into account the administrative costs of providing the requested information or communication or taking the action requested, may: (i) charge a reasonable fee or (ii) refuse to act on the request.

g) right to lodge a complaint (**Art. 77 GDPR**): You have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement, if you consider that the processing of personal data concerning you infringes the GDPR. The complaint can be made to the National Authority for Data Protection and Freedom of Information (address: 1125 Budapest, Erzsébet Szilágyi tree line 22/C.; telephone: +36 1 391 1400; fax: +36 1 391 1410; www.naih.hu; ugyfelszolgalat@naih.hu).

h) right to **go to court (Art. 79 GDPR)**: You have the right to a judicial remedy if you consider that your rights under the GDPR have been infringed as a result of the processing of your personal data in non-compliance with the GDPR. Proceedings against the Company shall be brought before the courts of the Member State in which the Company has its place of business. Such proceedings may also be brought before the courts of the Member State in which you have your habitual residence.

i) the **law existing under Section 31 (6) of the Szvtv. , which also applies in the case of an employment relationship on the basis of an analogy**: a person whose right or legitimate interest is affected by the recording of the image or other personal data may, within three working days from the recording of the image or other personal data, request that the data not be destroyed or deleted by its controller. At the request of a court or other authority, the recorded video recording as well as other personal data must be sent to the court or authority without delay. If the request is not made within thirty days of the request not to be destroyed, the recorded image recording and other personal data shall be destroyed or deleted.

8. Information related to the operation of security cameras, availability of this Policy:

The right to information regarding the operation of security cameras can be exercised in writing at the following contact details:

by mail: 1033 Budapest, Polgár utca 8-10.

Email: fenyoharaszt@bif.hu

Information may also be provided orally to the data subject at his or her request after verifying his or her identity (phone: [+3620/442-21-42](tel:+36204422142)). We would like to inform our clients that if our employees have doubts about the identity of the data subject, we may ask for the provision of information necessary to confirm the identity of the data subject.

Warning signs about the operation of security cameras will be placed in a clearly visible place in such a way that they contain a clear and unambiguous warning for those affected (guests of the Fenyőharaszt Castle Hotel and those entering the building).

A copy of these Rules is available at your reception in the building.

Dated: Budapest, 30 November 2018.

Castle Hotel Ltd.

Annex:

Interest balancing test

Annex
Balancing interests related to the operation of a security imaging (non-workplace) camera system

The **Castle Hotel Ltd.** (seat: 1033 Budapest, Polgár u. 8-10. ("Company") as the operator of the Fenyőharaszt Castle Hotel, operates an electronic surveillance system (security image capture camera system) in the building.

Considering that the legal basis for the operation of the camera system is provided by the legitimate interests of the guests of the Fenyőharaszt Castle Hotel and the visitors to the building (Article 7(f) of the Data Protection Directive and Article 6(1)(f) of the GDPR), the Company carries out the interest balancing in accordance with the practice of the National Authority for Data Protection and Freedom of Information and the Data Protection Working Party pursuant to Article 29 as follows.

Step 1: Before commencing the intended processing, the controller must consider whether the processing of personal data is strictly necessary to achieve its purpose or whether alternative solutions are available that can be used to achieve the intended purpose without the need to process personal data.

The Company finds that:

- i) with the security camera system, it only manages video recordings and the conclusions that can be drawn from them for the data subject as personal data, and*
- (ii) no alternative solution is available for the camera system;*
- iii) Section 31 of Act CXXXIII of 2005 on the Rules of Personal and Property Protection and Private Investigation ("Szvtv. ") allows "the protection of human life, physical integrity and personal freedom in a form that allows the recording of images, sound or images and sound in the form of electronic surveillance system,... the business... may be used for the protection of secrecy and for the protection of property if the circumstances prevailing during the execution of the engagement make it probable that the detection of violations, the prosecution of the offender or the prevention of these infringing acts and their proof cannot be achieved by other means, and the use of these technical means is strictly necessary and does not entail a disproportionate restriction of the right to informational self-determination.'*
- iv) the protection of property with the help of cameras, the protection of trade secrets or the protection of human life and physical integrity cannot be achieved otherwise, the processing of personal data (recording and the conclusions that can be drawn from it for the data subject) is necessary.*

Step 2: Specify the legitimate interest.

The guests of the Fenyőharaszt Castle Hotel operated by the Company and the visitors to the building have an elementary interest in the protection of property and the protection of human life and physical integrity, which is also recognized by Section 31 of the Szvtv. It is also in the interest of the Company to establish and maintain adequate security.

Step 3: To determine what the purpose of the data processing is, what personal data, how long the data processing is required by the legitimate interest.

The purpose of data processing is the protection of property and the protection of human life and physical integrity. The Company shall retain the recordings for 3 working days from the date of their recording.

Step 4: determine what the data subject's interests may be in relation to the processing in question (aspects that the data subjects could raise against the processing).

Recordings of those entering the building will be made, which the Company will keep for three

working days, after which they will be immediately deleted.

The Company places cameras exclusively in public spaces in the building, which can be used by anyone, in places where their use does not violate human dignity. The purpose of the camera installed in the kitchen is solely to monitor the terrace door located there to protect the guests, life and physical integrity of the guests of the Fenyőharaszt Castle Hotel and the property of the visitors to the building. There is no camera in a washroom, locker room, and no camera monitors the work process.

The only thing that those entering the building could bring against data processing is that they are being recorded.

Step 5: determine why the third party's legitimate interest – and the processing carried out on the basis of it – proportionately restricts the rights and expectations of the data subject set out in step 4.

The legitimate interest of the guests of the Fenyőharaszt Castle Hotel operated by the Company and the visitors to the building precedes their moral rights because the protection of property and the protection of human life and physical integrity are stronger than the right of the data subjects not to be recorded, which is also recognized by Section 31 of the Sztvtv. In addition, in the case of those entering the building, the protection of property and the protection of human life and physical integrity is stronger than the right of any person not to be recorded, which is recognized by Section 31 of the Act itself.

Before starting the installation of the security imaging camera system, the Company carefully considered the impact of the operation of the system on the data subjects (guests of the Fenyőharaszt Castle Hotel operated by the Company and visitors to the building) and concluded that the installation of the system would not entail disproportionate and unnecessary restrictions on the interests, fundamental rights and freedoms of the data subjects. The processing is necessary for the enforcement of the legitimate interests of the data subjects. Art. 6 para. 1 lit. f) GDPR allows the legitimate interest of a third party to serve as the legal basis for data processing under this policy.

Warning signs about the operation of security cameras will be placed in a clearly visible place in such a way that they contain a clear and unambiguous warning to those involved.