

## **INFORMATION NOTE**

### **on the application of the provisions of the General Regulation for the Protection of Personal Data regarding the security of Ana Hotels**

We, at ANA HOTELS SA, are interested in respecting your privacy, and therefore our privacy policy and all related procedures comply with the General Data Protection Rules. You can find all information related to this topic at: <http://www.anahotels.ro/privacypolicy-en.html>

## **NOTIFICATION OF CONFIDENTIALITY**

CROWNE PLAZA, ATHENE PALACE HILTON (Bucharest), EUROPA (Eforie Nord), BRADUL, SPORT and POIANA (Poiana Brasov) belong to ANA HOTELS SA. Below you can find the information that explains how we collect personal data regarding the security of Ana Hotels, related to video surveillance and visitor access in locations.

## **WHAT INFORMATION DO WE COLLECT YOU ABOUT YOU?**

We collect the following personal data as a result of our legitimate interest: name and surname, serial number and ID number, video recordings with you. The CCTV surveillance system is designed to ensure security in the hotel and the integrity of its property. The system is not intended to supervise hotel visitors. However, in the process of using the video surveillance cameras installed in the hotel there is the possibility to access your moving image (biometric data).

The above-mentioned personal data are taken from:

- your identity card;
- from the images captured on surveillance cameras.

## **WHY DO WE COLLECT INFORMATION ABOUT YOURSELF?**

We collect the above data for the following purposes:

- To ensure the safety of hotel staff;
- To ensure the integrity of the hotel's property.

## **HOW DO WE USE YOUR INFORMATION ABOUT YOURSELF?**

The information gathered in writing is kept in annual registers which, after the end of the current year, are kept for 12 months, after which they are destroyed. The images recorded through the CCTV system are stored for 30 days, after which they are automatically deleted. In cases strictly prescribed by law and in accordance with special procedures, some images may be transmitted to publicly institutions authorized to request such information. We do not send your data to other entities.

## **INTERNATIONAL TRANSFER OF PERSONAL DATA**

Your personal data is not sent abroad in any form.

## **MARKETING**

These data are not used for marketing purposes.

## **ACCESS TO INFORMATION, DATA RECTIFICATION, COMPLAINTS**

We ensure that all of your rights are respected and that your personal information is fully protected. They are kept secure in our systems so that no unauthorized person can access them. Access to images and access registers is strictly restricted. Following departments have access to such images:

- IT department staff that ensures the functionality of the CCTV system;
- Top - location management, in exceptional situations;
- Employees of the security companies with whom Ana Hotels collaborates in overseeing the premises and assets of the company;
- Representatives of public institutions, in exceptional cases, at the express request of the respective institutions.

Images are stored in the hotel's IT systems. Wiping operations are automated. Visitors to the hotel cannot request access to CCTV images because the rights of other individuals may be affected in the process. You have the right to request:

- Correcting or deleting your personal data;
- Restrict the processing of your personal data;
- Your opposition to the processing of your personal data;

Your requests must be made in written. If you wish to send us the request in electronic format, it must be sent to us from a verifiable email address. The contact details of the department dealing with personal data protection are: [dpo@anahotels.ro](mailto:dpo@anahotels.ro)

You have the right to complain to the National Supervisory Authority for Personal Data Processing. This is the control body you can address if you feel that your requests have not been resolved according to the law. More information can be found at the following address: <http://www.dataprotection.ro/?page=contact>

#### **VALIDITY OF THE NOTIFICATION OF CONFIDENTIALITY**

This version of the Information Note is in force since May 2018 and will update if new legal requirements arise.

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