

CAMERA RECORDING POLICY AND INFORMATION NOTICE

1. Purpose: This document provides details regarding the camera surveillance system of Tempo Hotels and informs individuals about the security measures taken to protect personal data, privacy, fundamental rights, and the legitimate interests of persons present in monitored areas.

2. Scope: This policy covers the Tempo Hotels building. All activities are carried out in compliance with the provisions of the Personal Data Protection Law (KVK Law).

3. Definitions.

4. Related Documents.

5. Implementation: In accordance with Article 10 of the Personal Data Protection Law, Tempo Hotels informs personal data subjects. The purpose is to prevent violations of fundamental rights and freedoms, ensure transparency, and properly inform data subjects. Regarding camera surveillance activities, this Policy is published on the company website (online policy disclosure), and notification signage indicating camera surveillance is displayed at the entrances of monitored areas (on-site notice).

1. With regard to camera surveillance activities carried out by the Company, this Policy is published on the Company's website (online policy disclosure), and notification signs indicating that surveillance is conducted are posted at the entrances of the monitored areas (on-site notice).

2. A personal data protection and processing undertaking has been signed with the security company that installed and operates the camera recording system. Live camera footage and digitally recorded and stored recordings are accessible only to a limited number of employees. These authorized individuals have signed confidentiality undertakings, declaring that they will protect the confidentiality of the data they access.

3. Necessary technical and administrative measures have been taken to ensure the security of personal data obtained through camera surveillance. Camera recordings are stored in secure areas accessible only to authorized personnel.

4. In accordance with Article 4 of the Personal Data Protection Law, camera recordings are processed in a manner that is relevant, limited, and proportionate to the purpose for which the personal data are processed. Accordingly, the surveillance areas, number of cameras, and surveillance times are determined as sufficient and limited to achieving the security purpose. In this context, cameras are installed only in strategically important areas, primarily at entrances and exits.

5. Areas that may result in interference with personal privacy beyond the purpose of security (such as places of worship, changing rooms, restrooms, and similar areas) are not subject to surveillance.

6. Cameras record only the intended areas. Cameras do not focus on areas or individuals outside their intended purpose.

7. In areas where recording is conducted, warning signs containing the sample visual specified below are posted.

8. Camera recordings are shared with third parties only under the conditions specified in the Information Notice. Recordings are not shared with the media or other third parties except for authorized institutions and organizations. All sharing activities are documented, and these records are systematically archived.

9. When camera recordings are shared, the following information is recorded in a report: (a) camera number and camera location, (b) purpose of sharing, (c) date and time of the shared footage and other relevant details, (ç) names of persons present at the time of sharing (such as the data subject, their lawyer, data controller representative), (d) whether the footage has been edited to prevent the visibility of individuals other than the requesting data subject.

10. Cameras do not record audio.

11. Cameras operate and record continuously 24 hours a day, 7 days a week.

12. Camera recordings are made at a specified image quality level.

13. Screens used to monitor camera recordings are visible only to authorized persons and are not positioned in a manner visible to visitors or employees.