

(City) (Date)

To:

**HOTELES BOGOTÁ PLAZA S.A.S.**

Sales, Reservations, Front Desk

(City)

**SUBJECT: AUTHORIZATION FOR MINORS TO CHECK IN AS GUESTS ACCOMPANIED BY PERSON(S) OTHER THAN THEIR PARENTS**

I (We), \_\_\_\_\_, holder of the identification C.C \_\_\_ / C.E \_\_\_ / Passport \_\_\_ No. \_\_\_\_\_ issued in \_\_\_\_\_, and \_\_\_\_\_, holder of the identification C.C \_\_\_ / C.E \_\_\_ / Passport \_\_\_ No. \_\_\_\_\_ issued in \_\_\_\_\_, as the parent(s) of the minor \_\_\_\_\_, holder of R.C \_\_\_ / T.I \_\_\_ No. \_\_\_\_\_ issued in \_\_\_\_\_, hereby **expressly authorize** \_\_\_\_\_, holder of the identification C.C \_\_\_ / C.E \_\_\_ / Passport \_\_\_ No. \_\_\_\_\_ issued in \_\_\_\_\_, who has a family relationship with the minor as (grandparent, uncle/aunt, cousin, etc.) \_\_\_\_\_, and is a person fully trusted by us, to stay at your property with the aforementioned minor from \_\_\_\_\_ to \_\_\_\_\_.

We attach copies of the identification documents of the minor, the parents, and the authorized accompanying person(s).

**Sincerely,**

**Mother**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

C.C \_\_\_ C.E \_\_\_ PAS \_\_\_

No. \_\_\_\_\_

**Father**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

C.C \_\_\_ C.E \_\_\_ PAS \_\_\_

No. \_\_\_\_\_

**Authorized accompanying person(s):**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

C.C \_\_\_ C.E \_\_\_ PAS \_\_\_

No. \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

C.C \_\_\_ C.E \_\_\_ PAS \_\_\_

No. \_\_\_\_\_

**PRIVACY NOTICE – AUTHORIZATION FOR PERSONAL DATA PROCESSING:** In accordance with Statutory Law 1581 of 2012 on Personal Data Protection and related regulations, I, as the Data Subject, expressly authorize with my signature that my personal data be included in a database under the responsibility of **HOTELES BOGOTÁ PLAZA S.A.S.**, for its processing, which may include the collection, storage, use, circulation, and final disposition of the information for purposes such as: guest and companion registration; administrative management; client loyalty programs; internal statistical analysis; management of reservations, payments, billing, economic and accounting processes; tax management; marketing; opinion surveys; sending information and commercial communications through the registered channels; commercial prospecting; proprietary advertising; market segmentation; offering of products and services; registration and updating of the SIAT platform of the Ministry of Commerce, Industry and Tourism pursuant to Resolution 700 of 2021; and consultation of public and private sources or restricted lists for the prevention of money laundering/terrorist financing (ML/TF) and proper counterpart verification. Likewise, when applicable, I expressly authorize, as the legal representative of the minors included as guests, that their personal data be incorporated into a database under the responsibility of **HOTELES BOGOTÁ PLAZA S.A.S.** for processing, which may include the collection, storage, use, circulation, and final disposition of their data for the purposes described above. Providing Sensitive Data—understood as data that affect privacy or may lead to discrimination—or data regarding minors is optional. The Data Subject may exercise their rights of access, correction, deletion, revocation of consent, or claims for data-related infringements by sending a written request to **HOTELES BOGOTÁ PLAZA S.A.S.** at [mercadeo@hotelesbogotaplazahotel.com](mailto:mercadeo@hotelesbogotaplazahotel.com), indicating in the subject line the right they wish to exercise, or by sending a physical letter to **Calle 100 No. 18A – 30, Bogotá**. The Personal Data Processing Policy applicable to this information can be consulted on the Hotel's website.