



5 Tips

To comply with Child Data Use Policy

Only reservations of over 18 years old will be accepted



Minors under the age of 18 must be accompanied by their parents, teaches or other duly authorized adults

How to check?

- ID card of the father/mother and of the minor who can establish the family relationship.
- Express authorization from the parents to the tutor (teacher or similar) accompanying the minor.
- Any other document required by local law, if that is more restrictive.



Only the following data will be collected:

- Name and surname
- Birthdate
- And other that require applicable laws



No one under the age of 18 can sign up for the Minor DISCOVERY program



Each country establishes the mandatory minimum age to inform the police of the customer's data who stay in Minor hotels (in some countries even minors' information)

Find the Policy in the *Business Processes* section on our Digital Knowledge Workplace (INTERNAL_CONTROL > RISKS MANAGEMENT > POLICY)



Check-in

Child identification process



The data of the minors can only be used to provide accommodation services, it should never be used to send commercial communications.

ASK FOR IDENTIFICATION

POLICE RECORD MANDATORY?



Mandatory to inform in the "Additional data" button

YES

CREATE GUEST PROFILE IN SAP CRM

SET PARTY ID
IN THE RESERVATION

NO

REGISTER DATA IN TMS

SET NAME, SURNAME AND
BIRTHDATE IN THE RESERVATION



POLICE RECORD



AUTHORIZATION FORM
USE MINOR DATA



AUTHORIZATION FORM
USE MINOR DATA

TO BE SIGNED BY THE PARENT or the guardian of the minor accompanying him/her

RETENTION PERIOD AND FILE

- **SAP:** Once the services have been provided, the data of minors in SAP will be blocked and retained according to the retention policy.
- **AUTHORIZATION FORM:** After the limitation periods for actions or legal liabilities, the data of those underage <18 years will be eliminated.
- **POLICE RECORD:** These data will be kept for the time established in the specific standard. It can only be consulted when required by a competent authority to process the query request. Once the legal term has expired, it will be canceled and destroyed.