

COMPREHENSIVE PRIVACY NOTICE MPS MUSIK SPRACHEN

MPS Musik Sprachen, under the ownership of José Manuel Padilla Sánchez (hereinafter, the "Data Controller"), with address at Calle Aldama number 68, Interior 4, Colonia Atemajac del Valle, Zapopan, Jalisco, Mexico, C.P. 45190, signs this notice in compliance with the provisions of the **Ley Federal de Protección de Datos Personales en Posesión de los Particulares** [Federal Law on the Protection of Personal Data in Possession of Private Parties] (published in the **Diario Oficial de la Federación** [Official Gazette of the Federation] on March 20, 2025 and whose latest amendment entered into force on November 14, 2025), as well as the applicable provisions issued by the **Secretaría Anticorrupción y Buen Gobierno** [Anti-Corruption and Good Governance Secretariat].

I. DECLARATIONS

A. The Data Controller declares that he is a natural person with a professional activity dedicated to the provision of certified, technical and general translation services, guaranteeing the absolute confidentiality of the information processed.

B. The Data Controller declares that he has implemented the necessary administrative, technical and physical security measures to protect personal data against damage, loss, alteration, destruction or unauthorized use, in accordance with the standards required by current legislation.

II. PERSONAL DATA COLLECTED

The Data Controller collects the information under a criterion of proportionality, distinguishing between the data necessary for administrative management and those that could be processed according to the complexity of the assignment:

A. Ordinary collection data (Management and contact): These are the minimum data that are requested from all clients to formalize the legal relationship:

- Identification: Full name and copy of official identification.
- Contact: Telephone, email and address.
- Tax: RFC, Tax Regime and Tax Domicile (essential for the issuance of invoices).
- Assets: Bank account or payment method data for the management of collections.

B. Data collected by the nature of the service (Expert Reports and Specific Translations): Due to the role of the Data Controller as Expert and Translator, information contained in the documents subject to translation or study may be received. These data are not requested directly by the Data Controller, but are provided voluntarily by the owner when delivering their documents. These may include:

- Employment and Academic Data: professional career, degrees, professional licences, certificates, or positions.

- Legal and Administrative Data: Information contained in judgments, notarial acts, court records, criminal records or identity documents.
- Data of a Sensitive Nature: Information that may be included in the documents provided, such as health status (present, past or future), medical diagnoses, genetic information, as well as religious, philosophical, moral beliefs or political and trade union affiliation.

CONSENT FOR SENSITIVE DATA: In the event that the documents provided for translation or expert opinion contain sensitive personal data (those that affect the most intimate sphere of their owner, such as state of health, genetic information, beliefs, sexual orientation or data from legal proceedings), the processing of these will occur only if the owner provides them voluntarily.

In accordance with Article 9 of the Law, the owner must give his express written consent for the processing of such data. This requirement will be met by signing this Privacy Notice or the corresponding service contract. The Data Controller undertakes to treat them under strict high-level security measures and absolute confidentiality, guaranteeing that they will not be used for purposes other than those of the expert report or translation requested.

NOTE ON THE LIMITATION OF SERVICES: The owner acknowledges that, when the documents delivered for the services of expert, technical or general translations contain personal or sensitive data, the processing of these data is essential for the performance of the service. Therefore, the refusal to grant express and written consent for the data contained in said documents, or for those relating to minors that appear in them, will make it impossible to provide the service, since the Data Controller will not be able to attest or certify the accuracy of the translation of information that it is not authorized to process.

DATA NOT COLLECTED DIRECTLY: The Data Controller states that it does not collect biometric data directly through mass identification systems. The processing of any personal or sensitive data will be limited exclusively to the information that the client decides to include in the documents subject to the service, in compliance with the principle of proportionality.

III. PURPOSES OF PROCESSING

The personal data collected will be used for the following purposes, divided according to their need for the legal relationship with the Data Controller:

A. Primary Purposes (Necessary for the service):

1. Identification and contact: Verify the identity of the client and maintain effective communication.

2. Provision of professional services: Carrying out certified translations, specialized techniques and translations in general under absolute confidentiality standards.
3. Administrative management: Preparation of quotes, contracts, payment processing and issuance of tax invoices.
4. Delivery of services: Physical or digital delivery of the translated documents to the agreed address or means.
5. Customer service: Follow up on doubts, clarifications and technical support through digital means.
6. Legal compliance: Comply with obligations imposed by municipal, state and federal authorities, as well as current legislation and regulations, including data protection.

B. Secondary Purposes (Not necessary for the main service):

1. Service improvement: Evaluation of the quality of the translation process and attention received.
2. Advertising and Prospecting: Sending information about new services, promotions or newsletters from **MPS Musik Sprachen**.
3. Technology Training: Analysis of browsing behavior and use of digital tools to improve the user experience.
4. Artificial Intelligence Optimization: Use of interaction records for the training and continuous improvement of our assistance models (Chatbots), ensuring more efficient service.

Mechanism to express refusal to secondary purposes: If you do not want your personal data to be processed for the aforementioned secondary purposes, you can express your refusal by sending an email to mpsmanuelpadilla@gmail.com. Refusal to use your personal data for these purposes may not be a reason for us to deny you the services you request.

Personal data will be kept only for the time necessary to fulfill the purpose of the service. Once this has been completed, the blocking period will be carried out, where the data will be kept exclusively to meet possible legal liabilities arising from the processing or the expert service, during the legal limitation periods, for its subsequent definitive deletion.

IV. TRANSFER OF PERSONAL DATA

The Data Controller may transfer your personal data to third parties, national or foreign, in the following cases:

1. Competent authorities: In compliance with legal or fiscal obligations or duly founded and motivated judicial requirements.
2. Banking Institutions: For the processing of payments, transfers and collection management of services.

3. Logistics Service Providers: For the physical delivery and delivery of translation documents to your home.
4. Collaborators and Expert Translators: Only when the technical nature or volume of the service requires it, always under confidentiality and data protection contracts that guarantee the same levels of security described herein.

In terms of the Law, these transfers do not require your consent. Outside of these cases, the Data Controller will not sell, assign or transfer your personal data to third parties without your prior written authorization.

V. ARCO RIGHTS (Access, Rectification, Cancellation and Opposition)

You have the right to know what personal data we hold about you, what we use it for and the terms of use we give it (Access). Likewise, it is your right to request the correction of your personal information in case it is outdated, inaccurate or incomplete (Rectification); that we delete it from our records or databases when we believe that it is not being used properly (Cancellation); as well as to oppose the use of your personal data for specific purposes (Opposition).

To exercise any of the ARCO rights, you must submit the respective request through the email: mpsmanuelpadilla@gmail.com.

The application must contain:

- Full name of the holder.
- Document that proves your identity (INE, Passport or scanned official identification).
- Clear and precise description of the personal data with respect to which you seek to exercise any of the aforementioned rights.
- Any other element or document that facilitates the location of personal data.

The Data Controller will communicate the response within a maximum period of 20 working days (counted from receipt of the request), extendable for an equal period if the circumstances justify it.

VI. REVOCATION OF CONSENT

You may revoke the consent you have given us for the processing of your personal data. However, it is important that you bear in mind that in not all cases we will be able to respond to your request or terminate the use immediately, since it is possible that due to some legal obligation, we may require us to continue processing your personal data.

To revoke your consent, you must send your request to the e-mail: mpsmanuelpadilla@gmail.com. The procedure and requirements will be the same as those established for the exercise of the ARCO Rights.

VII. LIMITATION OF USE OR DISCLOSURE OF INFORMATION

In order for you to limit the use and disclosure of your personal information, the Data Controller offers you the following means:

- Your registration on the internal exclusion list of **MPS Musik Sprachen**, so that your personal data is not processed for marketing or advertising purposes by us. To do this, you will need to send an email to the aforementioned address.

VIII. USE OF TRACKING TECHNOLOGIES (Cookies)

We inform you that on our digital platforms we use cookies and other technologies through which it is possible to monitor your behavior as an internet user in order to provide you with a better service and browsing experience. The data we obtain includes IP address, browser type, and operating system. These technologies can be disabled directly in your browser settings.

IX. USE OF ARTIFICIAL INTELLIGENCE (Chatbot)

To offer you efficient 24/7 care, **MPS Musik Sprachen** could use assistance tools powered by Artificial Intelligence (AI). By interacting with these systems, you agree that:

- Your conversations and interactions are recorded and analyzed exclusively for quality control purposes and for the training and continuous improvement of our AI models.
- Security Recommendation: You are encouraged not to share sensitive personal data (such as passwords or full bank card numbers) via AI chat. The Data Controller will never request such information by this means.

X. MODIFICATIONS TO THE PRIVACY NOTICE

This privacy notice may be modified, changed or updated as a result of new legal requirements, our own needs for the services we offer or changes in our business model.

Such modifications will be available for consultation on our website or by regular digital means. The owner is advised to constantly visit this notice to learn about changes made.

XI. COMPETENT AUTHORITY

If you consider that your right to personal data protection has been violated by any conduct or omission on our part, you may file the corresponding complaint or complaint with the **Secretaría Anticorrupción y Buen Gobierno** [Anti-Corruption and Good Government Secretariat], in accordance with the provisions of the **Ley Federal de Protección de Datos Personales en Posesión de los Particulares** [Federal Law on the Protection of Personal Data in Possession of Private Parties] in force.

XII. CONTACT

If you have any questions about this notice or the handling of your privacy and confidentiality, you can contact us at: mpsmanuelpadilla@gmail.com.

Last updated: April 2026.