

COMPREHENSIVE PRIVACY NOTICE OF EMPORIUM TRANSLATION SERVICES

In accordance with the **Mexican Federal Law on the Protection of Personal Data Held by Private Parties**, its Regulations, and all applicable Guidelines (collectively referred to as the “Law”), EMPORIUM TRANSLATION SERVICES provides this **Comprehensive Privacy Notice** to all data subjects.

A. DATA CONTROLLER

EMPORIUM TRANSLATION SERVICES operates as an association of independent translators, composed of:

1. Jacqueline Radermacher
2. Karen Avilés Báez
3. Malena Van der Voort Ferreiroa

For the purposes of personal data processing, the three members act jointly as data controllers, operating under the commercial name **EMPORIUM TRANSLATION SERVICES**, located in Playa del Carmen, Quintana Roo, Mexico.

Contact Information:

Email: info@emporiumtranslations.com

Website: <https://www.emporiumtranslations.com/>

B. PERSONAL DATA WE COLLECT

In order to provide translation services and related activities, **EMPORIUM TRANSLATION SERVICES** may collect the following:

1. Identification and personal data collected by EMPORIUM TRANSLATION SERVICES

- Full name
- Nationality
- Email address
- Phone number
- City and country of residence
- Address (if required for invoicing or issuance of service certificates)

2. Service-Related Information

- Type of document
- Source and target languages
- Approximate number of words or pages

- Purpose of the document (e.g., immigration procedure, academic use, business purposes)
- Specific requirements indicated by the client

3. Information Contained Within Documents to Be Translated

Documents may include personal and/or sensitive data belonging to the client or third parties. EMPORIUM TRANSLATION SERVICES uses this information exclusively to perform the requested translation and never for other purposes.

Note: EMPORIUM TRANSLATION SERVICES does not intentionally collect financial, patrimonial, or biometric data, unless such information is included within the documents submitted for translation. In that case, the data is processed strictly for the translation task.

C. PURPOSES OF DATA PROCESSING

Primary Purposes (Necessary for the Service)

- Create and manage the client's service file
- Review documents, prepare quotes, and respond to service requests
- Perform translation, editing, proofreading, and delivery of documents
- Issue invoices or payment receipts
- Provide follow-up, clarifications, or post-service assistance
- Comply with legal, administrative, and contractual obligations

Secondary Purposes (Optional for the Client)

- Send information about new services or promotions
- Share relevant content related to translation, languages, or intercultural communication
- Request participation in satisfaction surveys

Clients may opt out of secondary purposes at any time by sending an email to EMPORIUM TRANSLATION SERVICES.

D. METHODS OF DATA COLLECTION

EMPORIUM TRANSLATION SERVICES may obtain data through:

- Contact forms on the website
- Email communication
- Authorized messaging applications (e.g., WhatsApp Business)
- Documents sent directly by the client

- Referrals or recommendations by third parties expressly authorized by the client

EMPORIUM TRANSLATION SERVICES's website may use cookies or similar technologies solely to enhance user experience. Cookies may be disabled through the user's browser settings.

E. TRANSFER OF PERSONAL DATA

EMPORIUM TRANSLATION SERVICES does not sell, rent, or commercially exploit personal data.

Data may only be transferred under the following circumstances:

1. To auxiliary service providers, such as professional proofreaders, specialized translators, or technological providers, when necessary to complete the translation service.
2. To Mexican authorities, when required by law.
3. To third parties authorized by the client, either in writing or through verifiable electronic means.

All transfers are carried out in accordance with **Articles 35 and 36 of the Law** and therefore **do not require additional consent** when arising from legal or contractual obligations.

If you do not express your opposition to the processing of your personal data, **EMPORIUM TRANSLATION SERVICES** will understand that you have provided tacit consent.

F. DATA SECURITY

EMPORIUM TRANSLATION SERVICES applies administrative, technical, and physical safeguards to protect your information, including:

- Encrypted storage of documents
- Access controls and secure passwords
- Secure deletion of files once the service has been completed, unless legal retention is required
- Confidentiality commitments between members and any collaborators

G. ARCO RIGHTS (ACCESS, RECTIFICATION, CANCELLATION, AND OBJECTION)

Clients may exercise their ARCO rights by sending an email to **EMPORIUM TRANSLATION SERVICES** containing:

1. Full name, phone number, and email address
2. Documents proving identity or legal representation
3. A clear description of the data to which the request refers
4. The specific right they wish to exercise

EMPORIUM TRANSLATION SERVICES will respond within 20 business days, and if the request is approved, it will be executed within the following 15 business days.

H. REVOCATION OF CONSENT

Clients may request the revocation of their consent to the processing of their data, as long as such revocation does not prevent **EMPORIUM TRANSLATION SERVICES** from fulfilling its obligations in relation to the requested service.

Requests must be submitted via email following the same requirements established for ARCO rights.

I. MODIFICATIONS TO THIS PRIVACY NOTICE

EMPORIUM TRANSLATION SERVICES may update this Privacy Notice at any time to reflect legal changes, organizational updates, new services, or improvements to internal policies. The current version will always be available on the official website.

J. LAW AND JURISDICTION

This Privacy Notice is governed by the laws of Mexico.

For any dispute, the parties submit to the jurisdiction of the competent courts of the State of Quintana Roo, Mexico, expressly waiving any other to which they may be entitled by reason of their present or future domicile.

Last updated: **December 9th, 2025**