# Privacy Policy & Eligibility

**Your business. Your information. Your confidence.**

This policy explains how **Michael Azcona Productions LLC**, referred to on this website as **MAPWORKS**, handles information through mapworks.llc and its project inquiries. **Michael Azcona** is the contact responsible for those inquiries and privacy requests.

Effective and last updated 10/23/26.

## Your information remains yours

Your proprietary information and materials remain yours.

## Your business information stays confidential

Nonpublic business information shared in questionnaires, meetings, and business dealings is treated as strictly confidential. This includes your ideas, plans, strategies, financial information, and the substance of our conversations. Sharing information or materials with MAPWORKS does not transfer ownership of anything you have the right to disclose.

MAPWORKS will not identify you as a client, publish your project, or use your confidential information in a portfolio, testimonial, or promotion without your written authorization. Whether you are building alongside a day job or growing an established business, MAPWORKS will not disclose your inquiry or business plans to your employer, competitors, or unrelated parties without your written authorization, except as required by law.

## Information collected and why

Information you provide may include your name, email, optional phone and business name, city and state, requested services, project details, timing, communication preferences, and files you choose to upload. If you separately choose an appointment, the booking provider processes the details you enter there.

Michael Azcona Productions LLC uses your contact information and project details only to respond to your inquiry, conduct consultations, and provide services you authorize. MAPWORKS does not sell, rent, publish, or distribute your information for marketing or unrelated purposes. Please do not submit passwords, payment-card numbers, Social Security numbers, or sensitive personal records through these inquiry forms.

## Limited access and service providers

Access is limited to Michael Azcona and service providers needed to deliver communications or services you authorize. Those providers may process contact information, messages, attachments, and technical data necessary for their functions. Other disclosure requires your written authorization or a legal requirement.

Current site functions use FormSubmit for inquiry delivery, Google/Gmail for the receiving mailbox, website hosting and content delivery through OpenAI Sites and Cloudflare, and Calendly when you choose the separate booking feature. External social, video, and other sites may apply their own privacy practices when you open or activate them.

Provider notices: FormSubmit, Google, Cloudflare, and Calendly.

## Technical data, cookies, and browser storage

Website hosting, content-delivery, security, form, and booking providers may process technical data such as IP address, browser or device details, requested pages, referral information, timestamps, and security events. Those functions may use cookies or similar technologies.

This site stores music-playback preferences in your browser and a temporary booking-completion flag for the project-studio experience. You can clear this storage or restrict cookies through your browser; some convenience or security features may then work differently. MAPWORKS does not use submitted project information for demographic profiling or targeted advertising.

## Retention and security

Inquiry and service records are kept as needed to answer requests, provide authorized services, maintain business records, resolve disputes, or meet legal obligations. Retention varies with the record and purpose. Deletion requests are reviewed against those needs; required legal or contractual records may be retained.

FormSubmit documents a 30-day submission archive; uploaded files are not retained in that archive. Messages and attachments delivered to the receiving mailbox have separate retention. Providers and backups may retain copies under their own schedules. A request to MAPWORKS does not directly change an independent provider’s records.

The website and form-delivery connections use HTTPS. No internet transmission or storage system can be promised completely secure. Limit uploads to information needed for your request and that you have the right to share.

## Your choices and privacy requests

You may ask Michael Azcona for access to, correction of, or deletion of information held by Michael Azcona Productions LLC. You may also ask to stop optional follow-up communications. Applicable privacy laws may provide additional access, portability, opt-out, or appeal rights depending on your location and the information involved.

Use the privacy request form, or reply through your existing correspondence with Michael Azcona. Start your message with “Privacy request.” A parent or guardian may use the same route for a child’s-information concern. Only information reasonably needed to verify and respond to a request should be provided.

MAPWORKS reviews requests under applicable requirements and exceptions. If a request is declined, you may ask Michael Azcona to review the decision by submitting “Privacy appeal” through the same route. Where applicable law provides response deadlines or complaint rights, those requirements apply. Texas consumers can also contact the Texas Attorney General.

## Policy updates

Changes to this policy will appear on this page with a revised effective date. Review the policy when you submit a new inquiry. This policy covers MAPWORKS’ information practices; independent provider notices govern their separate processing.

## Eligibility and minors

MAPWORKS services and inquiry forms are intended for adults age 18 or older. Michael Azcona Productions LLC does not knowingly collect or accept personal information from minors under 18. Please do not submit a minor’s personal information through forms or attachments.

If you believe a minor’s personal information has been submitted, contact Michael Azcona through the privacy-contact route below. MAPWORKS will stop using that information and take steps to delete it from records under its control and request deletion from relevant service providers.

If you submit information for a business, you must be authorized to share it. The forms do not request your age, birth date, government ID, race, ethnicity, gender, or religion.