**FORM TO PARTICIPATE IN THE PUBLIC CONSULTATION**

**How to fill out and participate:**

1. Opinions, comments, proposals, contributions or other elements of analysis, should be sent in Spanish or English with their respective translation into Spanish, to email [consultasatelital@ift.org.mx](mailto:consultasatelital@ift.org.mx). It shall be considered that the limit capacity for receiving files is 25 MB.
2. Interested parties shall provide:

* **If is natural person**, name and surname. In the case of appointing a legal representative, you should provide a name and surname. Evidence your representation with legible electronic copy of the document that endorses this representation, which should be attached to the indicated email;
* **If is legal person**, company name, as well as full name (name and surname) of the legal representative, who should evidence their representation with a legible copy of the document that endorses this representation and attach to the indicated email.

1. Read carefully **PRIVACY NOTICE** regarding personal protection data and publicity that will be given to comments, opinions, contributions or other elements of analysis filled in this consultation process.
2. Comments, opinions, contributions or other elements of analysis shall be provided in accordance with Sections III and IV of this document.
3. General comments or any additional input shall be provided in the last box.
4. Documentation that you consider appropriate shall be attached to the indicated email.
5. Public Consultation period is opened from February 27 to August 3rd, 2020 (30 business days). Once this period over, comments made by interested parties can be visualized, as well as the attached documents at link: <http://www.ift.org.mx/industria/consultas-publicas>
6. For any questions, comments or concerns about Public Consultation, the Institute appointed officials contact points:

* Olmo Fabián Ramírez Soberanis, Director of Technical Analysis and Orbital Resources, email [olmo.ramirez@ift.org.mx](mailto:olmo.ramirez@ift.org.mx) and telephone number 55 50154000 extension 4003.
* Gerardo Martínez Nava, Deputy Director of Technical Analysis and Orbital Resources, email [gerardo.martinez@ift.org.mx](mailto:gerardo.martinez@ift.org.mx) and telephone number 55 50154000 extension 4174.
* Marisol Cuevas Tavera, Deputy Director of Regulatory Analysis and Projects, email: [marisol.cuevas@ift.org.mx](mailto:marisol.cuevas@ift.org.mx), and telephone number 55 50154000 extension 4872.

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| **I. Participant information** | |
| **Name/Company name:** |  |
| **Legal representative´s name, if applicable:** |  |
| **Document to endorses representation:**  In case of legal representative, attach a digital copy of the document to accredit such representation to email. | Elija un elemento. |
| **PRIVACY POLICY** | |
| In compliance with the provisions of Articles 3, Section II, 16, 17, 18, 21, 25, 26, 27 and 28 of Protection of Personal Data in Possession of the Obliged Subjects General Law (hereinafter, the LGPDPPSO ) and Numerals 9, Section II, 15 and 26 to 45 of Protection of Personal Data for the Public Sector General Guidelines (hereinafter, the General Guidelines), 11 of the Guidelines that Establish the Parameters, Modalities and Procedures for Portability of Personal Data (hereinafter, the Portability Guidelines), Numeral Second, 5, and Numeral Fourth of Personal Data Protection Policy of the Federal Telecommunications Institute, is made available to the owners of personal data on Following Comprehensive Privacy Notice:   1. **Name of the person in charge**: Federal Telecommunications Institute (hereinafter, the IFT). 2. **Address of the person in charge:** Avenida Insurgentes Sur # 1143, Nochebuena, territorial demarcation Benito Juárez, Zip Code 03720, Mexico City. 3. **Personal data that will be subjected to treatment and its purpose:**   Personal data that the IFT collects, through the Radio Spectrum Unit (UER), are the following:   1. Identification data: name and email 2. Labour data: document endorsing legal representation 3. **Legal basis that empowers person responsible for carrying out the treatment:**   The IFT, through UER, carries out the processing of the personal data mentioned in the previous section, all of them collected in the exercise of its functions, according to the following:  The IFT shall carry out public consultations, under principles of transparency and citizen participation, unless publicity could compromise effects that are intended to be resolved or prevented in an emergency situation, for the issuance and modification of rules, guidelines or general provisions, as well as in any case determined by the IFT Plenary, as provided in Articles 15, Section XL and 51 of Federal Telecommunications and Broadcasting Law (Law), 20, Section XXII of Organic Statute and Numeral Eighth of Public Consultation and Regulatory Impact Analysis of the Federal Telecommunications Institute Guidelines.   1. **Purposes of treatment**   Personal data collected by the IFT will be protected, incorporated and protected specifically in archives of the UER and will be treated in accordance with specific, lawful, explicit and legitimate purposes:   1. Name and email: publish in full the comments, opinions, contributions or other elements of analysis filled by the participants of the public consultations carried out by the IFT, so that the holder can be known and transparent the process of such public consultations. With regard to email, it is not requested by the IFT; however, it is an accessory data of all entries made via email. 2. Document proving legal representation: be certain that participants of public consultations have legal personality to contribute on behalf of a natural or legal person. 3. **Information regarding transfers of personal data that require consent**   The UER will not carry out the processing of personal data for purposes other than those expressly stated in this Privacy Notice, nor will it make transfers of personal data to other responsible parties, of a public or private nature, except those that are strictly necessary to meet information requirements of a competent authority, that they are duly founded and motivated, or, when any cases provided for in Articles 22 and 70 of LGPDPPSO. Such transfers will not require the consent of the holder to be carried out.   1. **Mechanisms and means available for the holder, where appropriate, to express their refusal to process their personal data for purposes and transfers of personal data that require the consent of the owner:**   In accordance with provisions of Section vi of this Privacy Notice, personal data collected will not be subject to transfers that require consent of the owner. However, in case that owner has any doubts regarding the processing of their personal data, as well as the mechanisms to exercise their rights, they can go to Transparency Unit of IFT, located at Avenida Insurgentes Sur # 1143 (Headquarters Building), 8th Floor, Nochebuena, Benito Juárez territorial demarcation, Zip Code 03720, Mexico City, or, send an email to email address [unit.transparencia@ift.org.mx](mailto:unit.transparencia@ift.org.mx) and even, communicate by phone 55 5015 4000, extension 4688.   1. **Mechanisms, means and procedures available to exercise ARCO rights (rights of access, rectification, cancellation and opposition to the processing of your personal data):**   Requests for exercise of ARCO rights must be submitted to Transparency Unit of IFT, to through free writing, formats, electronic media or any other means established by the National Institute of Transparency, Access to Information and Protection of Personal Data (hereinafter, INAI).  The procedure shall be governed by the provisions of Articles 48 to 56 of the LGPDPPSO, as well as in Numerals 73 to 107 of General Guidelines, in accordance with the following:   1. The requirements that the application shall contain for the exercise of ARCO rights:  * Name of the holder and his address or any other means to receive notifications; * Documents proving identity of the holder and, where appropriate, personality and identity of his representative; * If possible, responsible area that processes personal data and to which the request is submitted; * Clear and precise description of personal data with respect to which one seeks to exercise any of the ARCO rights, except in the case of the right of access; * The description of the ARCO right that is intended to be exercised, or, what the holder requests, and * Any other element or document that facilitates the location of personal data, if applicable.  1. The means through which the holder may submit applications for the exercise of ARCO rights.  * The media are set out in the Eighth Paragraph of Article 52 of the LGPDPPSO, which states the following: requests for the exercise of ARCO rights must be submitted to the Transparency Unit of the responsible party that the holder considers competent, in writing free, formats, electronic media or any other means established by the INAI.  1. The forms, systems and other simplified means that, where appropriate, the INAI would have established to facilitate the holder of the exercise of their ARCO rights.   The forms that the INAI has developed for the exercise of ARCO rights, are available on its Internet portal ([www.inai.org.mx](http://www.inai.org.mx)), in the Personal Data Protection section / How to exercise the right to the protection of personal information? / "In the public sector" / "Procedure for exercising ARCO rights".   1. The means enabled to respond to requests for the exercise of ARCO rights.   In accordance with the provisions of Numeral 90 of the General Guidelines, the response adopted by the person in charge may be notified to the holder in his Transparency Unit or in the offices that he has authorized for this purpose, prior accreditation of his identity and, in his case, the identity and personality of your representative in person, or by the National Transparency Platform or certified mail in which case the notification will not proceed through a representative for the latter media.   1. The mode or means of reproduction of personal data.   According to the provisions of Numeral 92 of the General Guidelines, the modality or means of reproduction of personal data will be through direct consultation, at the site where they are located, or by issuing simple copies, certified copies, magnetic media, optical, sound, visual or holographic, or any other technology determined by the holder.   1. The deadlines established within the procedure - which shall not contravene those provided for in Articles 51, 52, 53 and 54 of the LGPDPPSO - are the following:   The person in charge must establish simple procedures that allow the exercise of ARCO rights, whose response period should not exceed twenty days from the day following the receipt of the request.  The period referred to in the previous paragraph may be extended only once for up to ten days when circumstances warrant, and provided the holder is notified within the response period.  If the exercise of ARCO rights is appropriate, the person responsible must make it effective within a period that may not exceed fifteen days from the day after the response to the holder has been notified.  In case the data protection request does not satisfy any of the requirements referred to in the Fourth Paragraph of Article 52 of the LGPDPPSO, and the person responsible does not have elements to correct it, the owner of the data will be prevented within the five days following the submission of the request for the exercise of ARCO rights, for a single occasion, to remedy the omissions within a period of ten days from the day following the notification.  After the deadline without venting the prevention, the request for the exercise of ARCO rights will be considered as not filed  The prevention will have the effect of interrupting the term that the INAI has to resolve the request for the exercise of ARCO rights.  When the person in charge is not competent to attend the request for the exercise of ARCO rights, he must inform the holder of said situation within three days of the presentation of the request, and if it can be determined, orient it towards the person in charge competent.  When the provisions applicable to certain treatments of personal data establish a specific procedure or procedure to request the exercise of ARCO rights, the person responsible must inform the holder of the existence of the same, within a period not exceeding five days following the presentation of the request for the exercise of ARCO rights, so that the latter decides whether to exercise their rights through the specific procedure, or, through the procedure that the person responsible has institutionalized for the attention of requests for the exercise of rights ARCO in accordance with the provisions set forth in Articles 48 to 56 of the LGPDPPSO.  In the specific case, it is informed that there is no specific procedure to request the exercise of ARCO rights in relation to personal data that are collected on the occasion of compliance with the purposes reported in this Privacy Notice.   1. The right of the holder to submit a review appeal to the INAI in case of dissatisfaction with the response.   The aforementioned right is established in Articles 103 to 116 of the LGPDPPSO, which provide that the holder, by himself or through his representative, may file an appeal for review before the INAI or the Transparency Unit of the person in charge known of the request for the exercise of ARCO rights, within a period that may not exceed fifteen days from the date following the date of notification of the response.  In case the holder has any doubts regarding the procedure for the exercise of ARCO rights, he can go to the Transparency Unit of the IFT, located at Avenida Insurgentes Sur # 1143 (Headquarters Building), 8th Floor, Nochebuena, territorial demarcation Benito Juárez, Zip Code 03720, Mexico City, send an email to the following address [unit.transparencia@ift.org.mx](mailto:unit.transparencia@ift.org.mx) or call 55 5015 4000, extension 4688.   1. **The address of the IFT Transparency Unit:**  AvenidaInsurgentes Sur 1143, Nochebuena, Benito Juárez, Zip Code 03720, Mexico City, Mexico. Ground floor, telephone 5550154000, extension 4267.   IFT Transparency Unit is located at Avenida Insurgentes Sur # 1143 (Headquarters Building), 8th Floor, Nochebuena, Benito Juárez territorial demarcation, Zip Code 03720, Mexico City, and has a customer service module in the Ground floor of the building, with a work schedule from 9:00 a.m. to 6:30 p.m., Monday through Thursday and Friday from 9:00 a.m. to 3:00 p.m., telephone number 55 5015 4000, extension 4688.   1. **The means through which the person responsible will notify the owners of the changes to the privacy notice:** Any change to the Privacy Notice will be communicated to the owners of personal data in the public consultation section of the IFT website.   Any change to the Privacy Notice will be communicated to the owners of personal data in the microsite called “Privacy Notices of the portals belonging to the Federal Telecommunications Institute”, available at the electronic address: http://www.ift.org.mx / privacy-notices | |

**II. Comments regarding Preliminary Draft Regulatory Provisions on Satellite Communication**

**Note 1:** You must indicate the numeral and the paragraph to be commented on Preliminary Draft: Regulatory Provisions on Satellite Communication (Preliminary Draft), and support your comments with arguments, approaches, justifications and elements of analysis that you consider necessary. You may attach the documents to support your comments. The Preliminary Draft is in the file **“Agreement of Public Consultation of Preliminary Draft: Regulatory Provisions on Satellite Communication”.**

**Note 2:** The **“Explanatory document of the articles of Preliminary Draft Regulatory Provisions on Satellite Communication”** is a Reference Document that helps in the understanding of the Preliminary Draft. By itself, **this document is not subject to public consultation.**

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| **Numeral** | **Paragraph** | **Comments, opinions** |
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\*Add the rows you consider necessary.

**III. Comments to Regulatory Impact Analysis**

**Note 3:** In this Section, you can make comments, opinions, contributions or other elements of analysis regarding the Regulatory Impact Analysis of Preliminary Draft, supporting your comments with arguments, approaches, justifications and elements of analysis. You may attach the documents to support your comments.

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| **Section** | **Paragraph** | **Comments, opinions** |
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\* Add the rows you consider necessary.

**IV. Comments, opinions, general contributions, or other elements of analysis**

**Note 4:** In this Section you can make comments, opinions, contributions or other elements of free character analysis related to Preliminary Draft. In case of making contributions related to the Reference Document, place the corresponding page in the first column; otherwise, place the legend "N / A" (Not Applicable).

| **Page of the**  **Reference Document** | **Comments, opinions, general contributions** |
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\* Add the rows you consider necessary.