

## **"Rules of access to the catering service for the academic year 2023/2024".**

	Page
Summary	
ART. 1 REGULATORY FRAMEWORK	1
ART. 2 RECIPIENTS	1
ART. 3 SERVICE ACCESS CONDITIONS AND TARIFFS	2
ART. 4 HOW TO SUBMIT AN APPLICATION	2
ART. 5 ACCESS TO THE SERVICE	4
ART. 6 SERVICE DELIVERY TIMES	4
ART. 7 UNIVERSITY CANTEENS AND ALTERNATIVE SERVICES AT THE CANTEEN	5
ART. 8 TERRITORIAL REFERENCE CENTRES FOR THE STUDENTS	5
ART. 9 EXCLUSION OR DISQUALIFICATION FROM CATERING SERVICE	6
ART. 10 INFORMATION PURSUANT TO ART. 13 OF THE EU REGULATION 2016/679	6
ART. 11 REFERRAL REGULATION	9
ANNEX 1 'PRICE LIST FOR THE CATERING SERVICE	10

## ART. 1 REGULATORY FRAMEWORK

1.1 In accordance with Marche Regional Law no. 4 of 20/2/2017, with the provisions contained in the Regional Plan for the right to study for the three-year period 2020 - 2023 and in the Regional Programme for the right to study for the academic year 2023/2024 provided for respectively by Art. 5 and 6 of Regional Law no. 4 of 20/2/2017, ERDIS sets out the requirements and modes for accessing the directly or indirectly managed catering service.

## ART. 2 RECIPIENTS

2.1 The catering service is intended for all Italian and foreign students enrolled for the academic year 2023/2024 at the following institutions:

- **the Marche Polytechnic University of Ancona, the University of Urbino, the University of Camerino, the University of Macerata:**
  - on a university degree course, single-cycle degree, master's degree pursuant to Murst Decree 3/11/1999 no. 509 replaced by Miur Decree no. 270 of 22/10/2004, on courses with legal value activated before the implementation of Ministerial Decree No. 509 of 3 November 1999 (hereafter referred to as old system)
  - to a specialisation course
  - a PhD course possibly activated pursuant to Legislative Decree 3/7/1998 no. 210 Art. 4.
- **School of Studies in Language Mediation and Intercultural Communication in Ancona recognised by Miur Decree 24/9/2003 and in Fermo unless an agreement is signed with the Marche Region:**
  - on a degree course
  - on a Master's degree course.
- **the Academy of Fine Arts of Urbino, the Isia of Urbino, the Academy of Fine Arts of Macerata, the Conservatory 'G. Rossini' of Pesaro, the Conservatory 'G. B. Pergolesi' of Fermo (Istituti di Alta formazione Artistica e Musicale), the 'Poliarte' Academy of Design in Ancona:**
  - on a course activated pursuant to Law no. 508/99
- **The Foundation ITS Institute for Energy Efficiency based in Fabriano (Miur Decree 7/2/2013) and Higher Technical Institute for Innovative Technologies for Cultural Heritage and Activities - Tourism in Fano:**
  - if there is an agreement with the Marche Region for DSU (right to university study).

2.2 They may also have access to the University Canteens at different rates from the previous entitled parties:

- a) Subjects who have been graduates for a maximum period of twenty-four months of the universities of the Marche region who have been involved in research projects at the universities of the Marche region or in work placement projects.
- b) foreign students and recent graduates in international mobility programmes for training or work purposes or in research programmes taking place in the region;
- c) researchers from other Italian or foreign universities or research institutes, on the basis of agreements and collaborations entered into with universities and research institutes based in the Marche region;
- (d) PhD students, postdoctoral fellows, researchers, staff of universities and other educational institutions such as Afam, Isia and public institutions based in the territory.

2.3 In addition to the persons specified in para. 3 of Art 4 of Regional Law no 4/2017, and subject to the stipulation of appropriate agreements, at rates that cannot fall below the limit of the minimum rate applicable for the catering service to all types of university students and students enrolled at university-level institutes of higher education, ERDIS may extend access to the canteen service also to students of other universities or university-level institutes of higher education, students attending second-level institutes of higher education and employees of public entities, without additional charges and without prejudice in any way to the use of the service itself by those entitled to it.

### ART. 3 SERVICE ACCESS CONDITIONS AND TARIFFS

3.1 Scholarship winners and eligible students enrolled in years subsequent to the first year who do not receive the benefit due to the exhaustion of available funds can access the service free of charge in the following ways:

- Off-campus student: two meals a day
- Commuter student: a daily meal

3.2 In order to use the catering service, outside the cases referred to in Art. 3.1, there is a subsidised tariff and a full tariff, the application of which is governed by Sections 3.3 and 3.4 below. These conditions are set out in the tariff schedule annexed to these Standards (Annex 1).

#### 3.3 SUBSIDISED RATE

The student may take advantage of the subsidised rate indicated below:

- € 5.50 for the whole/full meal
- € 3.30 for the reduced meal

Students indicated in Art. 2 point 2.1, who carried out the association of the app "ERDIS.eat" to their profile or use one of the alternative modes provided for access to the food service, in good standing with the payment of the regional tax on the right to university study at the institution in which they are enrolled, the students indicated in art. 2 point 2.2(b), as well as PhDs paying the regional fee can access the catering service at a subsidised rate.

#### 3.4 FULL TARIFF

For persons referred to in Art. 2 point 2.2 (a), (c), and (d) the full tariff will be applied.

The full tariff varies according to the different meal types/combinations offered in the canteens in the area.

All students enrolled at the various institutions who do not pay the regional tax on the right to university study and, where possible, students who didn't carry out the association of the "ERDIS.eat" app with their profile or lack one of the alternative ways to access the food service, also have access at the full rate.

3.5 The persons referred to in section 2.3 will have access at the tariff provided for in the various agreements from time to time.

### ART. 4 HOW TO SUBMIT AN APPLICATION

4.1 Students may submit the application online by connecting to the organisation's website at any time during the academic year.

4.2 The methods for accessing the online application are indicated on the organisation's portal. Applications submitted in any other manner than as described below will not be considered.

#### 4.3 Web Site Authentication

##### **Authentication via Spid (level 2 or 3), CIE, CNS, CNS/TS**

To access the online application, you must have SPID credentials (**level 2 or 3**), an Electronic Identity Card (CIE), a National Services Card (CNS), or a National Services/Healthcare Card (CNS/TS). The Electronic Identity Card (CIE) can also be accessed using smart phones or tablets via the CieID app.

The Spid required to access the online application must be level 2 or level 3 such as to enable a "STRONG Authentication"

To obtain your SPID, you can refer to [www.spid.gov.it](http://www.spid.gov.it) where you can find all operational information and the list of accredited providers.

##### **Students with Spid, Cie, Cns, etc. will need to:**

- a) Complete and submit the online application by typing the "Confirm" button.

##### **Authentication international students without an Italian identification document not residents in Italy and underage students:**

Such students will be able to obtain credentials to access the online application by accrediting themselves through the procedure made available on the Institution's website.

The credentials obtained will allow a **'Weak' authentication of the student.**

Such students will need to:

1. Complete and confirm the online application.
2. Make an upload on the online application procedure of a copy of a document of valid identification.

These students must subsequently transmit to ERDIS their fiscal code obtained from the Internal Revenue Service necessary for the use of services.

#### 4.4 Identification of students with 'Weak' authentication

Students with weak authentication must subsequently go to the desks of the Diritto allo studio Office of the different Presidium equipped with a valid identification document, where they will be identified.

In the absence of identification, the provision of free services remains suspended.

4.5 With the online application, the student must enclose a recent passport photo in digital format with characteristics that comply with the formal requirements set out in the Department of Public Safety's note no. 400/A/2005/1501/P/23.13.27.

4.6 The student is exempt from applying for the catering service if he/she applies for a study grant and/or accommodation, since the application for one or both of the latter services also implies an implicit application for the catering service.

## ART. 5 ACCESSING THE SERVICE

5.1 Access to the catering service is through installation and use of the "ERDIS.eat" app in your mobile device, available for download in the stores: Apple (App Store), Google (Play Store) and HUAWEI (HUAWEI AppGallery).

The user unable to use the mobile device may make a request to the relevant office of the Right to Study to obtain the alternative mode of access to the service.

The use of the "ERDIS.eat" app or one of the alternative modes of access to the catering service is comparable to the presentation of an identification card and is therefore strictly personal and not transferable to third parties.

Users are responsible for the proper use of the system; therefore, any abuse will be prosecuted according to law.

5.2 In the territorial locations where it is provided, in order to use the paid catering service, the interested party must provide the necessary availability in the electronic purse, to be made online through the use of the procedure available in the student's restricted area or at the relevant territorial presidium.

5.3 The use of the "ERDIS.eat" app or one of the alternative ways of accessing the food service by third parties, as well as its tampering, alteration or abuse will result in the application of the sanctions provided for in the relevant legislation and the reporting of the criminal offense to the competent Authorities.

5.4 A student who has carried out the association of the "ERDIS.eat" app with his or her profile or uses one of the alternative modes provided for access to the food service can access the paid service in all ERDIS university canteens present in the Marche Region. The scholarship student normally benefits free meals at the location of enrollment and for a number of up to 15 days also in the other Erdis canteens existing in the region. The same student may request to be allowed a number greater number of days on which to take free meals at a location other than the place of attendance for reasons related to educational activities related to his or her course of study.

5.5 The Rules approved by the ERDIS Board of Directors lay down more detailed provisions on how the service is to be provided.

## ART. 6 SERVICE DELIVERY TIMES

6.1 The catering service for the academic year 2023/2024 is normally provided starting from the beginning of university classes related to the academic year 2023/2024

For special needs related to the early start of teaching activities, the Director may, by his own decision, allow the service to be opened earlier than mid-September.

An act of the Director will establish the periods when the service will be suspended on holidays, during the summer period and/or during any suspension of teaching activities.

6.2 A detailed opening calendar is made available on the ERDIS website.

## ART. 7 UNIVERSITY CANTEENS AND ALTERNATIVE CANTEEN SERVICES

### 7.1 UNIVERSITY CANTEENS

#### Ancona

- University canteen in Via Petrarca no. 45 - 60128 Ancona
- University canteen in Via Tenna no. 26 - 60126 Ancona
- University canteen in Via Matteotti no. 96 - 60121 Ancona

#### Camerino

- University canteen in Colle Paradiso no. 1 - Le Mosse - 62032 Camerino
- D'Avack refreshment point in Via Macario Muzio - 62032 Camerino

#### Fermo

- University canteen in Via Strabone 2 - 63900 Fermo

#### Macerata

- Accorretti' university canteen in Vicolo Accorretti no. 2 - 62100 Macerata
- University canteen at the 'Bertelli' teaching centre in C.da Vallebona - 62100 Macerata

#### Urbino

- Duca University Canteen Via Budassi n. 3 - 61029 Urbino
- Tridente University Canteen Via Giancarlo De Carlo n. 7 - 61029 Urbino

7.2 The catering service is also offered through affiliated commercial establishments, the list of which is available at the counters of the ERDIS territorial offices and on the organisation's website.

Access to alternative services to university canteens is allowed only and exclusively to students attending certain courses linked to specific university or other college clusters.

## ART. 8 TERRITORIAL CENTERS FOR STUDENTS

8.1 Students may contact any ERDIS head office to obtain general information on the rules or to submit an application, while for more specific information on the use of the service at the location in question they should contact the respective ERDIS territorial head offices:

- Students enrolled at the Marche Polytechnic University, the "Poliarte" Institute of Ancona, the Advanced School of Linguistic Mediation of Ancona and the Advanced School of Linguistic Mediation of Fermo may apply to the Ancona territorial center, Vicolo della Serpe 1 - 60121 Ancona, unless an agreement is signed with the Marche Region.
- Students enrolled at the University of Camerino Via Le Mosse, Colle Paradiso 1 - 62032 Camerino (Mc) may apply to the territorial Center of Camerino; at the connected campus of Ascoli Piceno Via Pacifici Mazzoni n. 2 - 63100 Ascoli Piceno (Ap), students attending the course at the Ascoli Piceno and San Benedetto del Tronto campuses may apply.

- Students enrolled at the University of Macerata, the Macerata Academy of Fine Arts and the State Music Conservatory 'G.B. Pergolesi' of Fermo may apply to the territorial center in Viale Piave no. 35 - 62100 Macerata.
- students enrolled at the "Carlo Bo" University of Urbino, at the Academy of Fine Arts of Urbino, at the Isia of Urbino and at the "G. Rossini" Conservatory of Pesaro To the Territorial Presidium of Urbino Via V. Veneto n. may apply to the territorial center in Via V. Veneto no. 45 - 61029 Urbino.

## ART. 9 EXCLUSION OR DISQUALIFICATION FROM THE CATERING SERVICE

9.1 Persons who have been subjected to a disciplinary sanction entailing disqualification are excluded from using the service.

9.2 The right to use the canteen service is forfeited for students who graduate, who transfer to another university institution in another region, who renounce their studies or who hand over their mobile device with the "ERDIS.eat" app and/or their credentials for accessing the "ERDIS.eat" app or one of the alternative ways of gaining access to the restaurant to others.

## ART. 10 INFORMATION PURSUANT TO ART. 13 OF EU REGULATION 2016/679

The General Data Protection Regulation (EU Regulation 2016/679 of the European Parliament and Council of 27 April 2016) hereinafter also referred to as the 'GDPR' on the protection of individuals with regard to the processing of personal data, provides for the protection of individuals with regard to the processing of personal data as a fundamental right.

Pursuant to Art. 13 of the GDPR the personal data provided to ERDIS Marche - Ente regionale per il diritto allo studio universitario will be processed for institutional purposes only.

### **Data controller and DPO**

The data controller is ERDIS Marche - Ente Regionale Diritto allo Studio - in the person of the legal representative's delegate, the Director General. The contact details of the data controller are:

Address: Via Tiziano n.44 - 61025 Ancona (AN) - Italy - Telephone: 0722 351970

email: [privacy@erdis.it](mailto:privacy@erdis.it); Pec: [erdis@emarche.it](mailto:erdis@emarche.it) tel: 0722 35191

The Data Protection Officer (DPO) is Avv. Emanuele Florindi. The contact details of the DPO are:

Address: Via V. Veneto, 43 – 61029 Urbino (PU) - Italy

email: [rpd@erdis.it](mailto:rpd@erdis.it); Pec: [erdis@emarche.it](mailto:erdis@emarche.it) Tel. 3921650663

### **Type of data processed**

**Personal data** - any information relating to an identified or identifiable natural person ('data subject'), i.e. one who can be identified directly or indirectly by an identifier such as a name, identification number, location data, an online identifier or one or more characteristic elements of his or her physical, physiological, genetic, mental, economic, cultural or social identity (Art. 4 para. 1 no. 1 of the GDPR)

**Category of special data** - such as racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning a person's health, sex life or sexual orientation (Art. 9 of the GDPR)

### **Purpose of processing and legal basis**

in compliance with the principles of lawfulness, fairness, transparency, appropriateness, relevance and necessity set out in Art. 5(1) of Regulation (EU) 2016/679 ERDIS, as Data Controller, will process personal data exclusively for the purposes related to the performance of the institutional tasks of public interest vested in the Data Controller.

In particular, the aforementioned data will be collected and processed manually, on paper and in computerised form, by means of their inclusion in paper and/or computer files for the pursuit of a set of operations, carried

out by electronic and automated means, referred to in Regional Law no. 4/2017, in particular for the following purposes:

- a) drawing up of the rankings for the allocation of scholarships and university accommodation as per D.P.C.M. of 9 April 2001 and Legislative Decree no. 68 of 29 March 2012 and subsequent granting of the relevant benefits.
- b) fulfillment of the monitoring, evaluation and control obligations provided for in Reg. (EU) n. 2021/1060 and ss.mm.ii. (also with reference to what is expressly provided for in art. 49.5) and Reg. (EU) no. 2021/1057 and ss.mm.i., including the measurement of the indicators defined in Reg. (EU) no. 2021/1057 and PR Marche FSE+ 2021/27.
- c) provision of other contributions, facilities and services related to the right to university study;
- d) issuing of ERDIS ID card if requested by the student;
- e) statistics and historical and scientific research, on aggregated or anonymous data, without the possibility of identifying the user.
- f) Compliance with legally binding requests to fulfil a legal obligation, regulations or court orders, as well as to defend a right in court ERDIS may also process data to fulfil a legal obligation and/or to defend a right in court.

In connection with the above-mentioned purposes, processing may be carried out manually, on paper and also with the aid of electronic or otherwise automated means. Data are collected and processed in special document files/servers. ERDIS will take all measures to promptly rectify data that are inaccurate with respect to the purposes of processing. Personal data are processed using appropriate technical and organisational security measures in accordance with Art. 32 of the EU Regulation so as to ensure a level of security appropriate to the risk by minimising the risks of destruction or loss, unauthorised access or processing not in accordance with the purposes of collection. Personal data are not subject to automated decision-making or profiling.

#### **Data categories for the evaluation of economic requirements**

Pursuant to art. 14 of the GDPR we inform you that for the purposes indicated under letters a) and b) and in order to assess the possession of the necessary economic requirements, ERDIS will have to acquire the ISEU value, the composition of the household unit, as well as all the information provided in the DSU, provided that it is relevant and not excessive for the same purpose, directly from the INPS database in application of the D.P.C.M. no 159 of 5 December 2013.

#### **Particular categories of data**

For the above-mentioned processing purposes, in specific situations, particular categories of data may be collected and processed, subject to the explicit consent given in the application for benefit, such as - racial and ethnic origin (for non-EU citizens, and for refugee status); - health status (in case of pregnancy or for disabled students); - judicial data (for users and detained students); - sexual life (for possible rectification of sex attribution).

#### **Categories of data recipients and possible data transfer**

The data processed for the above purposes will be communicated or will in any case be accessible to the employees and collaborators assigned to the competent offices of ERDIS, who, in their capacity as data protection contact persons and/or system administrators and/or data processors, will be adequately instructed by the data controller for this purpose.

ERDIS may also disclose the personal data it holds to other public administrations if they have to process the same for any procedures falling within their own institutional competence, as well as to all those public entities to which, if the relevant prerequisites are met, disclosure is compulsorily provided for by Community provisions, laws or regulations, as well as to insurance companies for any accident cases.

The data may be communicated to the Marche Region, to the University of Studies, to AFAM Institutions, to other University Institutions, to INPS, to the Inland Revenue Agency, to the Ministry of Education, University and Research, to the Ministry of the Interior, to the Ministry of Defence, to the National Association for the Right to University Studies (Andisu), as well as to other public and/or private entities for control, statistical or research purposes or necessary for the preparation of the ERDIS identification card.



Personal data may also be disclosed to public administrations and public or private companies where activities necessary to support the provision of services may take place.

The data provided will be made available to the Certifying Authority and the Audit Authority for the fulfillment of obligations under European Regulations. They may also be made available to the Services of the European Commission, Central Administrations (e.g.: MEF-IGRUE, Anpal) and other Control Authorities (e.g.: Corte dei Conti, Guardia di finanza) for the performance of their institutional functions.

ERDIS avails itself of the support of external suppliers for the provision of certain services necessary for technical-administrative management, who may become aware of students' personal data for the sole purpose of the requested service.

The same data may feed into regional, national and community information systems for managing and monitoring interventions financed by the European Social Fund Plus (ESF+).

The management and storage of the personal data collected by ERDIS takes place on servers located within the local centers and/or on external servers of suppliers of certain services required for the technical-administrative management that may come to know the personal data of the persons concerned solely for the purposes of the service requested.

The data collected, for the pursuit of any of the above institutional purposes and with the express consent of the data subject, may have to be transferred to a country outside the European Union (so called third country). Personal data will not be subject to dissemination.

#### **Data retention period**

Personal data relating to the registry will be stored indefinitely, taking into account the archiving obligations imposed by current legislation. Other data collected for the use of services and for communications will be retained for the time period stipulated by current legislation or ERDIS regulations.

#### **Rights of the data subject**

The data subject has the right to request the following from ERDIS, as Data Controller, in accordance with Articles 15, 16, 17, 18, 19 and 21 of the GDPR:

- access to one's personal data and to all the information referred to in Article 15 of the GDPR;
- the rectification of inaccurate personal data and the integration of incomplete data;
- the deletion of one's own data, except for those contained in documents that must be compulsorily kept by ERDIS and unless there is an overriding legitimate reason to proceed with the processing;
- limitation of processing in the cases referred to in Article 18 of the GDPR.
- The data subject also has the right:
- to object to the processing of their personal data, subject to the provisions concerning the necessity and obligatory nature of data processing in order to benefit from the services offered;
- to revoke any consent given for non-compulsory data processing, without thereby affecting the lawfulness of the processing based on the consent given before revocation.

Withdrawal of consent may only be exercised for optional processing.

#### **Methods of exercising rights**

The data subject may exercise all the above rights by sending an e-mail to the Data Protection Officer at the following e-mail address: [rpdp@erdis.it](mailto:rpdp@erdis.it) or at the Pec address: [erdis@emarche.it](mailto:erdis@emarche.it)

#### **Complaint**

The data subject is also entitled to lodge a complaint with the Data Protection Authority pursuant to Art. 77 of the GDPR.

#### **Obligation to provide data**

The person concerned is obliged to provide the personal data requested, any refusal or request for cancellation or opposition or restriction of processing will result in exclusion from the competitions and the impossibility of using the services requested.

#### **Compliance with GDPR principles**

In addition to what is indicated in the text of the individual information notice, it is ensured that all processing will be based on the principles laid down in the GDPR, with particular regard to the lawfulness, correctness

and transparency of the processing, the use of data for specified, explicit, legitimate purposes, in a manner relevant to the processing, respecting the principles of data minimisation, accuracy, limitation of storage, integrity and confidentiality, accountability (Art. 5 of the Regulation).

#### Art. 11 REFERRAL REGULATION

11.1 For all matters not expressly provided for herein, reference is made to the Regional Plan for the Right to Education for the three-year period 2020 - 2023 approved by resolution no. 113 of 30/6/2020 of the Marche Regional Council and subsequent amendments and additions, to the resolution of the Marche Regional Council approving the Regional Programme for the right to university study for the academic year 2023/2024, to Regional Law no. 4 of 20/2/2017, to Legislative Decree no. 68 of 29/03/2012, to the Prime Ministerial Decree of 09/04/2001 "Uniformity of treatment in the right to university studies" to Ministerial Decree no. 1320 of 17/12/2021 and Mur circular no. 13676 of 11/5/2022.

In the event that regional or state measures are subsequently approved that lay down different rules to the provisions of this notice, the Director General is authorised to issue his own measure that allows the notice to be brought fully into line with the aforementioned regulations.

### Catering Service Rates

<b>WHOLE MEAL</b>	
<i>Rate</i>	<i>Type</i>
<b>Free</b>	<b>Scholarship recipients</b> Non-resident students, 2 meals per day; Commuter student, a daily meal; <b>Scholarship holders enrolled in the years following the first year</b> who do not receive the benefit due to the exhaustion of available funds.
<b>€ 5.50</b>	<b>Students benefiting from scholarships whose canteen service is monetised.</b> - <b>Scholarship-eligible</b> students enrolled in the <b>first year</b> who do not receive the benefit due to the exhaustion of available funds; - Students other than grant-eligible students who access the fee-based service (one meal for lunch and one meal for dinner)

<b>REDUCED MEAL</b>	
<i>Rate</i>	<i>Type</i>
<b>Free</b>	<b>Scholarship recipients:</b> - non-resident students, 2 meals per day; - commuter students, one daily meal; - <b>Scholarship holders enrolled in the years following the first year</b> who do not receive the benefit due to the exhaustion of available funds.
<b>€ 3.30</b>	- <b>Students benefiting from scholarships whose canteen service is monetised.</b> - <b>Scholarship-eligible</b> students enrolled in the <b>first year</b> who do not receive the benefit due to the exhaustion of available funds; - Students other than grant-eligible students who access the fee-based service (one meal for lunch and one meal for dinner) (Meal consisting of 1 main course, 1 side dish, 1 sandwich and 1 of your choice among fruit, yoghurt or juice or Meal consisting of 1 main course, 1 side dish, 1 sandwich and 1 among your choice of fruit, yoghurt or juice)

For rates concerning other types of users, please refer to the "Regolamento per i servizi accessori di Erdis" approved by the Board of Directors by resolution no. 11 of 27/3/2023