

"Rules of access to the catering service for the academic year 2024/2025"

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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 2023-2026 and in the Regional Programme for the right to study for the academic year 2024/2025 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 2024/2025 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

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:

- € 6.50 for the whole/full meal
- € 4.50 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 the 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 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, who have not already been identified in the previous year, 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, students will not be able to access services provided by Erdis whether paid or free of charge as well as they will not be able to obtain payments of sums of money.

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 scholarship and/or accommodation, since the application for one or both of the latter services also implies an implicit application for the catering service.

4.7 Students who have already applied for the catering service in a.y. 2023/2024 are exempted from applying, but if they are not found to be enrolled for a.y. 2024/2025 as a result of the check, they will be excluded from the possibility of using 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).

A user who is temporarily and exceptionally unable to use the ERDIS.eat app may submit, through SRM, a request to the local ERDIS catering service, indicating specific reasons in support of said request.

If the request is granted, the temporary QRCode will be sent through SRM to the student.

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.

ART. 6 SERVICE DELIVERY TIMES

6.1 The catering service for the academic year 2024/2025 is normally provided starting from the beginning of university classes related to the academic year 2024/2025.

An act of the competent manager 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 unless an agreement is signed with the Marche Region. may apply to the Ancona territorial center, Vicolo della Serpe 1 - 60121 Ancona,
- 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 may apply to the Territorial Presidium of Urbino 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.

Controller

ERDIS MARCHÉ - Ente Regionale Diritto allo Studio in the figure of the legal representative delegate, the General Manager

Address: Via Tiziano n.44 - 61025 Ancona (AN) - Italy - Telephone: 0722 35191

The controller's contact is the certified mailbox: erdis@emarche.it

Data Protection Officer (DPO)

Lawyer Emanuele Florindi

mail: dpo@erdis.it

certified mailbox: erdis@emarche.it

emanuele.fiorindi@avvocatotiperugiapec.it

Interested in the Processing

Those who are participating in the Call for Scholarships.

Internal Data Processor (Designated)

Head of the Right to Study function. Dott.ssa Emanuela Emiliozzi

The contact details of the Processor are:

Telephone: 07335620229

Mail: emanuela.emiliozzi@erdis.it

Certified mailbox: erdis@emarche.it

Authorized to the Processing (Delegated)

Individuals internal to the institution/employees formally authorized and instructed by the Data Controller and/or Internal processor to process data due to their assigned duties and/or assignments. The list of those authorized to process data is kept at the Data Controller's office by the Data Processor.

External Data Processors

External third parties, appointed in accordance with Article 28 of the GDPR, which Erdis uses to carry out the activities and related processing of personal data for which it is the Data Controller.

Type of data processed

Personal data - any information concerning an identified or identifiable person ("data subject"), i.e., one who can be identified directly or indirectly by an identifier such as 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 paragraph 1 no. 1 of the GDPR)

Category of data for the evaluation of economic requirements - in accordance with Article 14 of the GDPR, we inform you that for the purpose indicated below in letters a) and c), Erdis to evaluate the possession of the necessary economic requirements will have to acquire the ISEU value, the composition of the household, as well as all the information provided in the DSU, as long as relevant and not exceeding for the same purpose, directly from the INPS data bank in application of the D.P.C.M. December 5, 2023, No. 159.

For the processing purposes below, in specific situations, categories of data may be collected and processed (Art. 9 GDPR) such as: racial and ethnic origin (for non-EU citizens, and for refugee status); health status (in

case of pregnancy status or for students with disabilities); judicial data (over users and detained students); sexual life (for possible sex attribution rectification).

Purpose and legal basis

In accordance with the principles of lawfulness, fairness, transparency, adequacy, relevance and necessity referred to in Article 5(1) of Regulation (EU) 2016/679 Erdis as the Data Controller will process personal data, exclusively for the purposes related to the performance of institutional tasks of public interest. In particular, the data provided are collected and processed for the following purposes:

- a) preparation of the rankings for the allocation of scholarships and university housing referred to in the D.P.C.M. of April 9, 2001 and D.lgs March 29, 2012 n.68 and subsequent granting of the benefits;
- b) fulfillment of monitoring, evaluation and control obligations provided for by Reg. (EU) no. 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) disbursement of grants, concessions and services related to the right to university study;
- d) issuance of Erdis identification card;
- 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 fulfill a legal obligation, regulations or court orders, as well as to defend a right in court Erdis may, in addition, process data to fulfill a legal obligation and/or to defend its own right in court.

Nature of Data Provision

The interested party is obliged to provide the personal data requested, any refusal or request for cancellation or opposition or limitation of processing will result in exclusion from the call and the inability to use the services requested.

Methods of Data Processing

In relation to the above-mentioned purposes, processing may be carried out manually, with paper documents and also with the help of electronic or otherwise automated means. The data are collected and processed in special document/server archives. Erdis will take all measures to promptly rectify inaccurate data with respect to the purposes of processing. Personal data are processed using appropriate technical and organizational security measures in accordance with Article 32 of the EU Regulation so as to ensure a level of security appropriate to the risk by minimizing the risks of destruction or loss, unauthorized access or processing not in accordance with the purposes of collection.

Personal data are not subject to automated decision making or profiling.

The management and storage of personal data collected by Erdis take place on servers located within the Territorial Presidiums and/or on external servers of providers of certain services necessary for the technical administrative management that may become aware of the personal data of the interested parties for the sole purpose of the requested service. The same data may flow into regional, national and EU information systems for the management and monitoring of European Social Fund Plus (ESF+) financial interventions.

Recipients of Personal Data and Possible Data Transfers Abroad

The data processed for the aforementioned purposes will be communicated or will otherwise be accessible to 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 controller for this purpose. Erdis may also communicate the personal data of which it is the controller to other public administrations if they have to process the same for any procedures of their own institutional competence as well as to all those public entities to which, in the presence of the relevant prerequisites, the communication is mandatorily provided for by EU provisions, laws or regulations, as well as insurance entities for any accident practices.

The data may be disclosed to the Marche Region, Universities, AFAM Institutions, other University Institutions, INPS, the Agenzia delle Entrate, the Ministry of Education and Merit, the Ministry of University and Research, the Ministry of the Interior, the Ministry of Defense, the National Association for Institutions for the Right to University Study (Andisu), as well as other public subjects.

Period of retention of personal data

Personal data inherent to the biographical data will be retained indefinitely, taking into account the archiving obligations imposed by current regulations. Other data collected for the use of services and communications will be retained for the period of time established by the current legislation or regulations of Erdis.

Rights of the data subject

In your capacity as a data subject, you have the right to request from Erdis, as the Data Controller, in accordance with Articles 15, 16, 17, 18, 19 and 21 of the GDPR:

Access to your personal data and to all the information referred to in Article 15 of the GDPR;

The rectification of your personal data that is inaccurate and the integration of incomplete data;

the erasure of your data, except for those contained in records that must be mandatorily retained by Erdis and unless there is an overriding legitimate reason for processing;

the restriction of the processing where one of the cases referred to in Article 18 of the GDPR applies.

you also have the right:

- to the portability of your personal data
- to object to the processing of your personal data, without prejudice to what is provided with regard to the necessity and obligatory nature of the processing for the purposes of establishing the relationship;

- 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.
- Not to be subjected to a decision based solely on automated processing, including profiling, that produces legal effects concerning you or that significantly affects you in a similar way.

Methods of exercising rights:

You may exercise all of the above rights by sending an e-mail to the Data Protection Officer at the following e-mail address: rpd@erdis.it or a certified mail to: erdis@emarche.it
emanuele.fiorindi@avvocatiperugiapec.it

Complaint

As a data subject, you also have the right to lodge a complaint with the Data Protection Authority under Article 77 of the GDPR.

Information and instructions for filing and sending, as well as the complaint form are published on the Guarantor's website in the Complaints section at the following link: [Complaints- Privacy Guarantor](#)

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 2023-2026 approved by resolution no. 60 of 3/10/2023 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 2024/2025, 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 these Rules, the Director General is authorised to issue his own measure that allows the Rules to be brought fully into line with the aforementioned regulations.

Catering Service Rates

WHOLE MEAL	
<i>Rate</i>	<i>Type</i>
Free	<p>Scholarship recipients Non-resident students, 2 meals per day; Commuter student, a daily meal; Students eligible for the scholarship enrolled in the years following the first year who do not receive the benefit due to the exhaustion of available funds.</p>
€ 6.50	<p>Students benefiting from scholarships whose canteen service is monetised. - Scholarship-eligible students enrolled in the first year who do not receive the benefit due to the exhaustion of available funds; - Students other than Scholarship-eligible students who access the fee-based service (one meal for lunch and one meal for dinner)</p>

REDUCED MEAL	
<i>Rate</i>	<i>Type</i>
Free	<p>Scholarship recipients: - non-resident students, 2 meals per day; - commuter students, one daily meal; - Students eligible for the scholarship enrolled in the years following the first year who do not receive the benefit due to the exhaustion of available funds.</p>
€ 4.50	<p>- Students benefiting from scholarships whose canteen service is monetised. - Scholarship-eligible students enrolled in the first year who do not receive the benefit due to the exhaustion of available funds; - Students other than Scholarship-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)</p>

For rates concerning other types of users, please refer to the "Regolamento per i servizi accessori di Erdis" most recently approved.