

Rules regarding access to university restaurants for the A.Y. 2023/2024

Valid from 01/10/2023 to 30/09/2024

Approved by Director's Decree no. 246 of 29/09/2023

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1 – HOW TO ACCES THE RESTAURANT SERVICE

Pursuant to the articles. 2 and 3 L.R. n.8/1998, the catering service is aimed at all students of the Universities, of the AFAM Institutions-Conservatories of Music, of the degree courses of the Higher Schools for Linguistic Mediators with their main headquarters in the Veneto and is provided at differentiated rates based on merit requirements and economic condition.

Access to the catering facilities is permitted upon accreditation on the ESU website and attribution of the relevant access profile.

After accreditation and activation of the catering service, it is possible to associate the "Esupd.Eat" app, previously installed on your smartphone, which allows access to all the computerized catering facilities present both in Padua and in the other detached offices of the University.

In non-computerised locations (see list in Point 6) it is possible to access using paper meal vouchers issued by the Teaching Secretariat (of UNIPD or the Conservatory) of the branch to which one belongs where the catering service is active and according to the indications indicated on site by the Esu Catering Service.

Students and specialists in the healthcare area at the Padua Hospital can access the internal canteen of the hospital in Via Giustiniani after booking a meal using the ESUPd.EAT app (see Guide at the link <https://www.esu.pd.it/en/our-main-activities/food-services-canteens>)

ATTENTION

To activate the canteen service, the student must be enrolled in the academic year. 2023/2024 and must be up to date with the payment of the Regional Tax for the Right to University Education (for the 2023/2024 academic year, Regional tax amount is €184.00):

- a) for students enrolled in UNIPD the Regional Tax is included in the enrollment fee for the academic year. 2023/2024;
- b) students enrolled in Music Conservatories or Linguistic Mediation Higher Schools must, upon enrollment at the Institution, pay the Regional Tax for €184.00 in favor of ESU using the MyPay system.

For students enrolled at the University of Padua, the personal data entered when registering on the ESU website must coincide exactly with those registered on the University portal, otherwise it is not possible to activate the canteen service.

Information regarding how to activate the service is available on the institutional website, in the section: <https://www.esu.pd.it/it/i-nostri-servizi/ristorazione>

Entry tickets (QR – Codes and paper vouchers) are strictly personal and non-transferable. Penalties are foreseen in case of improper use (e.g. transfer to third parties): see Point 12.

The canteen service is provided:

- for students of the University of Padua enrolled in the academic year. 2023/2024;
- for those enrolled in the Specialization and Research Doctorate Schools at the University of Padua after enrollment in the academic year. 2023/2024;
- for students enrolled in the A.Y. 2023/2024, to the higher and experimental courses of the Music Conservatories of Padua, Rovigo, Adria, Castelfranco Veneto, Vicenza and to the diploma courses of the Higher Schools for Linguistic Mediators of Padua, Vicenza and CIELS of Padua, after verification of payment of the Regional Tax for the Right to University Education.

Students graduating during the A.Y. 2023/2024 (graduation session for the academic year 2022/2023), will be able to use the catering service in the following ways:

- students of the system prior to the Ministerial Decree. 509/99, who have submitted an application for graduation or passed all the exams required by the followed and approved study plan, access with the "Lunch and Dinner at Tariffa E" access profile;
- students of three-year degree courses in the health professions (Classes 1-4SNT - degree sessions regulated by MUR), who have submitted an application for graduation and obtained, by September 2023, all the certificates of attendance relating to the three-year training period with having obtained the qualification by April 2024, they can access by applying the access profile "Lunch and Dinner at Tariffa B" or "Lunch and Dinner at Tariffa C" previously in force. Those who had the access profiles "Free First Meal - Second Meal at Tariff B" and "First Meal at Tariff A - Second Meal at Tariff B" will instead access the service with the "Lunch and Dinner at Tariff B" access profile".

2 – ABOUT THE CANTEEN SERVICE

The main features of the ESU Catering Service are published on the website <https://www.esu.pd.it/en/our-main-activities/food-services-canteens>. The website also lists the catering facilities that are open and opening times.

Each student is entitled to have one lunch and one evening meal per day only.

Scholarship recipients are entitled to the first meal of the day free of charge: Tariff B will be applied to the second meal.

The catering facilities offer "pasto completo/full meal", a "pasto ridotto/light meal", or a meal with different composition depending on the location: check on the website <https://www.esu.pd.it/en/our-main-activities/food-services-canteens>

FULL MEAL comprise:	LIGHT MEAL comprise:
First course	First course <u>or</u> Main course
Main course	Side dish
Side dish	Bread or breadsticks
Bread or breadsticks	Dessert or fruit or coffee
Dessert or fruit or coffee	Beverage
Beverage	
N.B. Details of meals are listed in special "meal format" notices displayed in university restaurants	

Light meals/Pasto Ridotto (full meal without a 1st or main course) can only be taken at catering facilities under direct management (Piovego e Agripolis) and those duly authorised by ESU agreement.
The following meals are on offer, where available:

- Pizza (equivalent to pasto completo/full meal)
- Mini-pasto/Mini-meal (equivalent to light meal/pasto ridotto)
- Insalatona/Large salad (equivalent to light meal/pasto ridotto)
- Panino/Sandwich

Formats other than those listed above may be offered at any time at Tariffs established at the time by ESU.

For all formats offered, **no more than** one tray, two napkins and one set of cutlery (one knife, one fork and one spoon) may be used.

IT IS FORBIDDEN TO:

- a) reserve tables (occupy table before collecting meal);
- b) enter canteens and not consume meals or eat meals not produced in the canteen.
- c) share meals with other users.

Students who do not have a QR Code must pay the BAND E Tariff (by showing the Flash Studio Card or pre-enrolment receipt).

Reports on the quality of the Service must be promptly made in the canteen to university restaurants managers and by "Ticket" via the portal <https://myesupd.dirittoallostudio.it/> > Catering Service > General Information

3 – EVALUATION OF INCOME AND MERIT REQUIREMENTS FOR THE ALLOCATION OF ACCESS FEES TO THE CANTEEN SERVICE

Pursuant to Article 3 of Regional Law no. 8/1998, the catering service is provided at differentiated rates based on economic condition and merit requirements that determine the identification of the different access profiles as specified below.

THE RATES FOR THE CATERING SERVICE APPLY DURING THE PERIOD FROM 01.01.24 TO 31.12.2024 but may change during the year as a result of updates.

In order to identify the access profile to which they belong, students enrolled at the University of Padua in possession of the ISEE 2023 Certificate (referring to income and assets 2021), issued for benefits for the right to university study, must fill in the appropriate Request for Facilitation (on the website <https://uniweb.unipd.it/>) by 30.11.2023; compilations forwarded after this date do not entitle them to change their access profile.

The income indicators calculated in the ISEE Certificate acquired by the University of Padua for the purpose of obtaining other benefits for the academic year 2023/2024, are evaluated by ESU in order to determine the access profile to the catering service.

The evaluation of the merit criterion is, on the other hand, carried out on the basis of the data provided by the University of Padua.

For students enrolled in AFAM/Conservatory/ SSML Institutions, similar data acquisition procedures apply.

If students enrolled in subsequent years - meeting the above requirements - have not made any request for benefits, either to Esu or to the University, they may request access to the subsidised rate catering service by filling in the Self-certification (editable form available at www.esu.pd.it > Personal Services > Online forms relating to Economic and Financial Indicators) and sending it by opening a ticket to <https://myesupd.dirittoallostudio.it> > Right to Study, by 30.11.2023: requests made after this date do not entitle the student to a change in the rate.

Economic condition requirements:

- ISEE - Equivalent Economic Situation Indicator not exceeding: €26,306.25
- ISPE - Equivalent Financial Situation Indicator not exceeding: € 40,031.27

ISEE – Information

ISEE Certification - calculated for right to university study benefits - is the certification, issued by INPS, containing information relating to: data submitted with the Single Substitute Declaration, financial indicator calculations, equivalence scale value applied, number and date of submission.

The Dichiarazione Sostitutiva Unica (DSU/Single Substitute Declaration) is the declaration made by the student to the CAF, the Municipality or INPS (by connecting to the website <http://servizi2.inps.it/servizi/lseeriforma/home.aspx>), in order to determine the financial situation of the family unit of the applicant for subsidised social benefits, pursuant to DPCM 5/12/2013 No. 59 as amended and supplemented.

Merit requirement:

- 70% of what is required for access to the A.A. 2023/2024 Regional Scholarship Competition i.e. as detailed in the table:

Year of enrolment	Number of credits
Second Three-year degree/Master's degree or Specialisation Single Cycle	17,5
Second Master's degree	21
Third	56
Fourth (1° FC bachelor degree)	94,5
Fifth	133
Sixth	171,5
Last semester	210

Please note: for the purposes of achieving 70% of the required merit, the bonus cannot be used

4 – RATES FOR ACCESS TO THE RESTAURANT SERVICE

RATE A	
Full meal	Reduced meal
€ 2,70	€ 2,00
REQUIREMENTS to be met jointly:	
<ul style="list-style-type: none"> • Economic: those foreseen by the competition for the regional scholarship • Merit: 70% of that foreseen by the competition for the regional scholarship (by 10.08.2023) 	

RATE B	
Full meal	Reduced meal
€ 4,70	€ 3,50
REQUIREMENTS to be met alternatively:	
<ul style="list-style-type: none"> • Economic: those foreseen by the competition for the regional scholarship or • Merit: 70% of that foreseen by the competition for the regional scholarship (by 10.08.2023) 	

RATE C	
Full meal	Reduced meal
€ 5,70	€ 4,60

RATE E	
Full meal	Reduced meal
€ 8,00	€ 6,00

All rates indicated include VAT.

5 – HOW TO USE THE CANTEEN SERVICE

First meal free – Second meal Rate B

USERS (excluding those enrolled part-time):

- recipients of regional OFF-SITE and COMMUTER scholarships.
- Scholarship eligible but non-beneficiaries enrolled in years subsequent to the first year OFF SITE, COMMUTER and IN SITE.

First meal Rate A - Second meal Rate B

USERS (excluding those enrolled part-time):

- **enrolled in subsequent years** in the degree courses of the University of Padua or in the courses of the Conservatories, the Higher Schools for Linguistic Med. and CIELS in possession of the income requirement AND 70% of the merit requirement for access to the scholarship study (including ON-SITE scholarship holder students);
- **enrolled in the first year** of the degree courses of the University of Padua or of the courses of the Conservatories, of the Higher Schools for Linguistic Med. and CIELS, eligible for the scholarship but not beneficiaries;

Lunch and dinner Rate B

USERS (excluding those enrolled part-time):

- beneficiaries of a regional ON-SITE scholarship;
- enrolled in old and new degree courses at the University of Padua;
- enrolled in specialization schools and research doctorates at the University of Padua;
- enrolled in the courses of the Conservatories, the Higher Schools for Linguistic Med. and CIELS;
- enrolled in TFA (Active Training Internship) and PAS (Special Qualifying Paths);
- graduates in the three-year degree courses in Padua and enrolling in the master's degree courses of the University of Padua with pre-registration in Uniweb (on request to be made with Ticket in the portal <https://myesupd.dirittoallostudio.it/> > Catering > General information.).

Lunch and dinner Rate C

USERS:

- enrolled in subsequent years on the courses of the University of Padua or on the courses of the Conservatories, the Higher Schools for Linguistic Med. and CIELS without both the income and merit requirements referred to in Rates A and B;
- enrolled part-time in the courses of the University of Padua or in the courses of the Conservatories, the Higher Schools for Linguistic Med. and CIELS;
- students participating in international mobility and bilateral exchange programs;
- post-graduate scholarship holders from the University of Padua and public research bodies.

Lunch and dinner Rate E

USERS:

- enrolled in single courses, specialization courses and higher education courses offered at the University of Padua;
- enrolled in 1st and 2nd level Masters at the University of Padua;

- holders of research grants at the University of Padua;
- teaching staff of the University of Padua
- other users authorized to access, belonging to the university world, after registering on the online help desk and requesting by opening a Ticket in the portal <https://myesupd.dirittoallostudio.it/> > Catering > General information:
 - or participants in internships and/or internships at the University of Padua;
 - or students from other universities;
 - or enrolled in Inter-University Phd Schools and Specialization Schools in a training network with Veneto Universities;
 - or enrolled in Phd at other Universities;
 - upper secondary school students (upon request);
 - or other users belonging to the university world;
 - or Phd students enrolled in the Phd course of national interest (who do not pay the Regional Tax in Veneto).

Free lunch and dinner

USERS:

- assistant of students with disability in Esu residences;
- students of the Galilean School of Higher Studies and students who won a Ca.Ri.Pa.Ro scholarship.

Your access profile can always be consulted within the ESU portal at the link <https://myesupd.dirittoallostudio.it> > Smart cash amount and Rate

6 – PAYMENT METHODS

Payment for the use of the catering service by all users may be made:

- in cash at the time of use (cash);
- online via :
 - Electronic purse recharge associated with the "ESUPd.EAT" app for Piovego and Agripolis canteen users. A guide to using the ESUPd.EAT app and recharging the purse is available at <https://www.esu.pd.it/it/i-nostri-servizi/ristorazione>.
 - Purchase of paper meal vouchers for NON-computerised locations

Other payment systems may be foreseen or activated for specific Conventions/Agreements.

Details on the facilities and payment methods accepted there are available at: <https://www.esu.pd.it/en/our-main-activities/food-services-canteens>

7 – STUDENTS ENROLLED IN FIRST YEAR

For all students enrolled in the first year in the period from October 2023 to December 2023, the "Lunch and Dinner at Tariff B" access profile automatically applies, regardless of income and university merit requirements.

From January 2024, the access profile of students enrolled in the first year may be updated:

- **First Meal Free - Second Meal at Tariff B:** students OUT OF OFFICE and PENDOLARIES BENEFICIARIES OF STUDENT GRANT from 01/01/2024 to 31/12/2024;
- **First meal at Tariff A - Second meal at Tariff B:** students OUT OF SITE, SENDOLARIES and IN SITE eligible but not BENEFICIARIES OF SCHOLARSHIP: applies from 01/01/2024 until the date of eventual awarding of the Scholarship, with the right to request reimbursement of meals taken in Tariff A. A from 01.01.2024 to the date of Scholarship assignment (see point 8). Reimbursement cannot be requested by students IN THE SCHOLARSHIP;
- **Lunch and Dinner at Tariff B:** students IN SEDE who are beneficiaries of the grant and non-beneficiary students.

8 – STUDENTS RECEIVING SCHOLARSHIPS

The regional scholarship is made up of part in money and part in services (catering and/or accommodation); the access profile "Free First Meal - Second Meal at Tariff B" applies to beneficiary students OFF-SITE and COMMUTERS with the right to benefit from the first meal of the day free of charge and the other at Concessionary Tariff B (€4.70 / 3 .50 – full/reduced meal).

The free first meal of the day runs from 01.01.2024 until 31.12.2024.

For the use of the free catering service, non-resident students who are beneficiaries of a regional scholarship are subject to a deduction of €760.00 (on an annual basis) from the scholarship by the providing institution with direct payment to ESU. which it is not possible to request cash settlement even if the canteen service is not used (except in the cases provided for in Point 10).

For commuter students benefiting from a regional scholarship, the deduction made amounts to €540.00.

No canteen deductions are made to ON-SITE students who are beneficiaries of scholarships and the access profile applied is "Lunch and Dinner at Tariff B".

The voluntary failure to use the catering service by students receiving a regional scholarship does not give the right to any reimbursement of the food withheld from the scholarship itself (see point 10).

The use of the free meal for students benefiting from a regional scholarship ends with the achievement of the degree and the cessation of the status of scholarship student: since the canteen deduction from the scholarship does not constitute a credit in favor of the student, it is not permitted the reimbursement of the amount not used to benefit from the service offered at the time of termination of the student status (does not constitute "residual credit").

For students receiving the six-month scholarship, the use of the free meal ends on June 30 2024.

9 – STUDENTS ELIGIBLE FOR SCHOLARSHIPS BUT NOT BENEFICIARIES

- OFF-SITE, COMMUTER and ON-SITE students enrolled in the FIRST YEAR** who are eligible but not beneficiaries of a first-time scholarship: the access profile "First meal at Tariff A - Second meal at Tariff B" applies from 01.01. 2024 until the date of disbursement of the scholarship with the right to request reimbursement of meals paid in TAR. A in the period indicated. **The refund cannot be requested by students ON HOME (see Point 10);**

b) OFF-SITE, COMMUTER and ON-SITE students enrolled in the YEARS SUBSEQUENT to the first: the access profile "Free First Meal - Second Meal at Rate B" applies to eligible but not scholarship recipients enrolled in a year subsequent to the first".

10 – DISCIPLINE FOR CANTEEN DEDUCTIONS AND REFUNDS

On the basis of the Operative Protocol signed between the University of Padua and the Esu of Padua (Director's Decree 71/2022 of 28/03/2022), a student recipient of a study grant who has had the deduction for the canteen service applied ex officio, may request its reimbursement in the cases listed below (the rules are extended, for equal treatment, to students receiving a study grant awarded by the Esu of Padua).

The two joint prerequisites for applying for reimbursement of the cafeteria deduction from the Regional Study Grant are:

1. **Being a beneficiary of a study grant to which the cafeteria service deduction is applied (Scholarship Holder Off-site or Commuter));**
2. **Objective impossibility of using the canteen service (not subjective: a personal choice not to use the canteen service is not a reason legitimising the reimbursement of the deduction).**

Cases legitimising the reimbursement of the canteen deduction (exhaustive list)

- a) students suffering from pathologies that do not allow them to use the canteen service, duly documented by certification from a specialist doctor of the SSN;
- b) students engaged in internships, apprenticeships or the preparation of dissertations at external venues outside Padua without a catering service (the condition must be duly certified by the tutor/coordinator/reporter));
- c) students with disabilities or a disability greater than 80% (both situations must be documented with valid certification and recognised by the National Health System) on the understanding that if the student intends to use the catering service they will pay Rate B;
- d) assistant disabled students who have been assigned a bed in ESU residences, applying the Tariff B for the catering service for the subsequent period in which the accompanying activity is actually carried out;
- e) students who carry out the compulsory annual internship at hospital facilities in the Veneto region where ESU has not activated the specific canteen service or at times that do not allow them to go to the catering facilities (e.g. courses in the medical health area), duly certified by the tutor/coordinator of the internship at UNIPD
- f) students attending courses at branch campuses for which ESU is unable to provide a catering service (so-called non-service campuses);
- g) students carrying out universal civil service, in relation to the project and location of employment;
- h) students engaged in work activities, whose working hours (duly certified by their employer) do not allow the use of the catering service. studenti iscritti a corsi di laurea con svolgimento esclusivamente online fermo restando che qualora lo studente intenda fruire del servizio di ristorazione corrisponderà la Tariffa B;
- i) students who have been awarded a regional scholarship and who are involved in International Mobility programmes or internships. In this case, ESU will return the foreseen portion of the deduction for the catering service limited to the period of actual stay abroad or internship, calculated in whole months and not fractioned (the whole month is considered from the 16th day onwards) and subject to verification of the achievement of the foreseen merit and the non-use of the catering service, it being understood that if the student intends to use the service, he/she will pay the Tariff B. In the event that the International Mobility/Internship period extends over two different academic years, the student may request reimbursement using a single form specifying the period: the reimbursement will be calculated

on a pro-rata basis, with reference to the months of actual non-use of the service, on the two deductions made from the Study Grant.

The reimbursement of the withholding within the limits of the portion of actual non-use will take place only upon return from the international mobility/internship programme on the basis of the permanence data communicated by the University.

In the case of an internship, reimbursement of the deduction will take place only at the end of the period; the trainee must send ESU (via ticket <https://myesupd.dirittoallostudio.it> > Sportello studente > Diritto allo studio or via email dirittoallostudio@esu.pd.it) a copy of the Internship Certificate signed by the Tutor indicating the location, period and frequency of the internship.

The above rules apply in the event of proven use of the canteen service during the placement period.

ATTENTION: Except in the cases specified above, there is no refund of the deduction.

By way of example, a refund of the cafeteria deduction will not be made for voluntary non-use of the catering service due to personal choice for ethical, religious or dietary reasons, or due to school hours and/or distance from canteens.

The request for reimbursement of the deduction must be made by filling out the appropriate online form on the ESU portal at <https://myesupd.dirittoallostudio.it> by and no later than 31 December of the academic year in which the study grant is awarded (e.g. A.Y. 22/23 study grant -> request for reimbursement of cafeteria deductions applied from 01.01.23 to 31.12.23 to be submitted by 31.12.2023).

Students eligible for the University Study Grant who opt for the benefit provided by the Regions or Autonomous Provinces, as well as by other public institutions, lose the right to the application of the subsidised/free rate for access to the catering service. The "Lunch and Dinner at Tariff B" access profile will be automatically assigned, with the possible recalculation and charging of the meals used from 1 January 2024.

OTHER CASES OF REFUNDS

Students who no longer have the right to access the catering service (due to completion or interruption of their university career) and who have a CREDIT REMAINING in their ELECTRONIC PURCHASE, may request a refund (if the residual amount is equal to or greater than € 5.00) by filling in the appropriate form available in the Student Desk at <https://myesupd.dirittoallostudio.it>.

Students who are no longer entitled to access the catering service (due to completion or interruption of their university career) and still have UNUSED MEAL VOUCHERS purchased through MyPay may request reimbursement by handing over the stubs and any unused vouchers to the Catering Sector (via Ospedale Civile, 19 Padua - reception by appointment at <https://myesupd.dirittoallostudio.it>)

Students who, in the event of an extraordinary malfunction of the computer system, have been charged a Tariff different from the one they are entitled to, may be reimbursed the difference with respect to the higher amount paid, following a request for reimbursement using the appropriate form.

11 – FORFEITURE OF RIGHT

Students who - as a rule - forfeit their right to use the canteen service if they:

- a) receive their degree or diploma during the 2023/2024 academic year: **there is no reimbursement of the canteen allowance not used in 2024** (this does not constitute residual credit);
- b) transfer to another university location;
- c) they apply to withdraw from studies;
- d) do not enrol in the 2023/2024 academic year.
- e) receive for the third time in their university career a sanction resulting from the improper use of QR codes and/or meal vouchers (see point 12).

12 – SANCTIONS

UNTRUE STATEMENTS

Anyone who, without being in the conditions established by the relevant laws, makes use of the above-mentioned service as a result of untrue declarations made by themselves or their relatives, shall lose the right to obtain all the benefits and/or services provided by ESU, for the duration of the course of study, without prejudice in any case to reporting the matter to the judicial authorities (art. 75 and 76 D.P.R. 445/2000), if an offence is detected, and is subject to an administrative penalty consisting in the payment of a sum three times the amount due (art. 10 D.Lgs. n. 68/2012).

In order to verify the correct use of the QR Code or meal vouchers, where applicable, by the legitimate holder, ESU, or appointed external personnel, may carry out checks, also on a sample basis, requesting the identification of the person.

IMPROPER USE OF QR CODE OR MEAL Vouchers

Misuse (e.g. passing on to third parties) of personal QR codes and meal vouchers shall result in the following sanctions against the user of the catering service:

INFRINGEMENT	SANCTION
A) Use of personal access tickets by third parties (App or meal voucher)	Immediate inhibition (disabling) of the restaurant service to the owner for a period of 15 days, as well as application to the user of Tariff E for the meal(s) unduly enjoyed
B) Use of paper vouchers for the consumption of a higher number of meals per day than expected	Immediate inhibition (disabling) of the restaurant service, for a period of 15 days, as well as application to the user of Tariff E for the meal(s) unduly enjoyed

The conduct constituting an infringement punishable by sanction is ascertained by the Catering Sector and reported to the Right to Study Sector, which will provide notification.

Sanctions are applied by the Head of the Right to Study Sector by means of a formal notification of the infringement communicated by email to the student at the address provided during registration on the ESU portal and/or the address registered in UNIPD.

The sanctioned student may appeal against the sanction within 5 days of receipt of the notification, sending an email to the Head of the Right to Study Sector at dirittoallostudio@esu.pd.it.

In the event of a repetition of the behaviours referred to in points a) and b) that have been the subject of formal charges resulting in sanctions amounting to three in the entire academic career, Esu will proceed to permanently prohibit the catering service and report the offence to the competent authorities.

ESU is entitled to automatically disable access to the catering service in the event of abnormal use of the "ESUPd.EAT" app. The service will be reinstated following verification and ascertainment of the regularity of use of the right of access.

13 – PROCESSING OF PERSONAL DATA

Pursuant to Article 13 of EU Regulation 679/2016 (GDPR), please note the following:

Purpose of data processing and legal basis

Data will be processed for the institutional purposes of ESU regarding the Right to University Study, in accordance with the provisions of Regional Law No. 8/1998, in particular to enable access to the catering service.

The data provided (directly by the Data Subject or through data flows with the University and the Institutions) may also be used for statistical purposes.

Recipients

Data can be accessed by duly authorised employees, as well as external suppliers, appointed, if necessary, as data processors. Furthermore, the data provided may be disclosed to other bodies for verification and control purposes.

Retention period and criteria

Processing is carried out in an automated and/or manual manner, with methods and tools aimed at guaranteeing maximum security. The data will be kept for the period of time necessary to achieve the purposes for which they are collected and processed, in compliance with the principles of lawfulness and minimisation, and in any case for a period not exceeding 10 years. The data will not be transferred outside the territory of the European Union.

Rights of the Data Subject

In particular, the Data Subject is guaranteed the right to:

- access Personal Data;
- rectify Personal Data,
- erase Personal Data for which there is no longer any legal basis for its processing;
- challenge processing where provided for by applicable law;
- limit the ways in which Personal Data is processed, within the limits established by the legislation protecting personal data.

Nature of data provision

The provision of personal data is mandatory. Failure to provide, or partial or incorrect provision of, such data will make it impossible to access the catering service at a reduced tariff.

The Data Protection Officer (DPO) pursuant to Article 37 of the GDPR, has been designated under D.D. 152 of 23.05.2018 and can be contacted at the following email address: dpo@esupd.gov.it.

General information is available on the web site (<http://www.esu.pd.it/it/Pagine/privacy.aspx>).

The Data Controller of personal data collected by ESU is:

ESU di Padova – AZIENDA REGIONALE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO

with offices in via S. Francesco 122 – 35121 Padova (esu@cert.esu.pd.it)

14 – NORMATIVE REFERENCES

DPCM 9.4.2001 "Uniformity of treatment on the right to university studies";

Regional Law 7 April 1998 no. 8 "Regulations for the implementation of the right to university study";

Regional Law 22 February 1999 no. 7

Regional Law 28 January 2000 no. 5

Resolutions of the Regional Council of Veneto n 2668 of 27.07.1999 and 2694 of 4.08.2000, relating to the implementation of the right to study for students of the Higher Courses at the Music Conservatoires of the Region and of diploma courses at Veneto Schools for Linguistic Mediators;

MIUR note dated 5.11.2012 (prot. no. 1201);

Legislative Decree No. 68 of 29 March, 2012 as applicable;

Presidential Decree No. 445 of 28 December 2000

Prime Ministerial Decree No. 159 of 5 December 2013;

Decree of the Ministry of Employment and Social Policies of 7 November 2014;

INPS Circular of 18 December 2014 No. 171;

UNIPD Protocol - ESU Padova no. 2194/2022 - Regulations on repayment of deductions for catering

D.M. MUR n.1320/2022;

D.G.R. n. 875 of 11/07/2023 on the Annual Programme for the implementation of the Right to University Study for the 2023-2024 Academic Year;

EU Regulation 2016/679 GDPR ;

For anything not provided for in this document, reference is made to the laws and regulations in force on the matter, as well as to regional guidelines.

Padova, 29th september 2023

The Director

Dott. Gabriele Verza