

ERSU CATANIA

# **REGULATION** for **Extraordinary Subsidies**

*Approved with Board Resolution no. 11 of 03.02.2021*

## CONTACTS

### **ERSU di Catania - Ente Regionale per il diritto allo Studio Universitario**

Etnea Street, 570- 95128 Catania

Tel. 095.7517910

Web: [www.ersucatania.it](http://www.ersucatania.it)

pec: [protocollo@pec.ersucatania.it](mailto:protocollo@pec.ersucatania.it)

### **PRO - Public relations office**

#### *Office hours*

Catania Monday from 9:00 till 12:00, Wednesday from 15:30 till 18:00, Friday from 9:00 till 12:00

570 Etnea Street, - 95128 Catania

Tel. 095.7517940

email [urp@ersucatania.it](mailto:urp@ersucatania.it)

### **Office of Scholarships**

#### *Office hours*

Monday from 9:00 till 12:00, Wednesday from 15:30 till 18:00, Friday from 9:00 till 12:00

in the presence (depending on the evolution of the epidemiological emergency) or by telephone booking to be made by accessing the website of the Institution

#### *Telephone hours:*

Monday to Friday from 08:00 to 09:00 and from 13:00 to 14:00

Etnea Street, 570- 95128 Catania

Tel. 095.7517932

Tel. 095.7517935

Tel. 095.7517965

email [assegnazione@ersucatania.it](mailto:assegnazione@ersucatania.it)

## Art. 1

### Finality

The ERSU of Catania grants, according to Regional Law n.20 / 2002 and within the limit of available financial resources, cash subsidies in favour to students who find themselves in conditions declared to be in need, following the occurrence of serious personal events or concerning the family unit, such as to compromise the continuation of studies.

The benefits are extraordinary and non-recurring, consequently the benefit can only be granted once in the entire university career.

## Art. 2

### Recipients

Can apply for the benefit all university students who have paid the regional tax for the Right to Higher Education to the Sicilian Region, and who are enrolled for the current academic year, at the University of Catania, at the Academy of Fine Arts of Catania, at the "Vincenzo Bellini" Musical Institute in Catania, at the "Vincenzo Bellini" Musical Institute in Caltanissetta, at the "ABADIR" Academy of Fine Arts in Sant'Agata Li Battiati (CT), operating in the area of competence of Catania ERSU for the following courses

1. a) Three-year degree courses
2. b) Master's degree
3. c) Single-cycle master's degree

## Art. 3

### Admission requirements

#### **Economic requirement**

The economic conditions of the students requesting the benefit will be assessed by referring to the ISEE and the ISPE for benefits for the Right to Higher Education (ISEE certificate currently valid and without annotations relating to omissions/discrepancies detected by Agenzia delle Entrate). The indicators must not exceed, respectively, the following maximum limits: ISEE and ISPE in force in the current academic year (as indicated in the competition announcement "Scholarships and services ...." of the ERSU of Catania).

## **Merit requirement**

For the purpose of determining the year of the course in which they belong to and also the merit required, the student will be evaluated starting from the first enrolment or re-enrolment:

### *Enrolled in the first year*

Students must have taken and registered on the study plan, by the date of submission of the request for extraordinary subsidy, **at least one exam scheduled for the first year**.

### *Enrolled in years subsequent to the first*

Students must have obtained a number of credits set up in Table 3 in the appendix.

To achieve the required credits is not expected to be used the bonus.

For disabled students in conditions of severe disability (according to art.3 co. 3 of Law 104/92 or with disabilities equal to or greater than 66%) the above credits must be reduced by a further 20%, rounded for excess.

For those who have completed a degree course transition in the current year, the merit is that resulting from the career of the course of origin.

Will not be taken into consideration:

- ✓ credits from unclosed modules;
- ✓ credits from non-validated exams for those who have passed the faculty or course
- ✓ credits deriving from a lapsed or renounced career

**For the correct determination of merit, please refer to the GUIDELINES in the appendix.**

## **Additional admissions requirements**

Individuals requesting extraordinary subsidies must **describe and adequately document** the situations that caused the state of need for which the subsidy is requested:

- ✓ serious illness or handicap greater than or equal to 66% of the applicant;
- ✓ death of a cohabiting parent who is a member of the same family unit;
- ✓ serious illness or handicap greater than or equal to 66% of one of the members of the family unit;
- ✓ loss of job or serious damage to the working activity of the family member who generates income which cancels or significantly reduces the overall income of the family unit.

The following documentation must therefore be attached to the application form, under penalty of exclusion from the benefit:

- certification attesting to a serious disease recognized as such by the competent public authority (in case of serious illness);
- letter of dismissal and certification of immediate availability DID, updated to the date of submission of the application (in case of loss of job or serious damage to the working activity of the family member who produces income).

**Will be taken into consideration the events occurring within a maximum of one year from the submission of the grant application.**

## Art. 4

### Reasons for exclusion

Will be excluded from the competition the students who, despite having the required economic and merit requirements:

- a. are in possession of a qualification (even if obtained abroad, provided it is recognized by the University) of a level equal to or higher than the newly enrolled course of study and for which they are applying for the grant
- b. are enrolled on a part-time basis
- c. are enrolled or have enrolled by shortening of the course
- d. do not have the requirements of this announcement;
- e. are eligible (recipients and non-recipients of scholarships) by the ERSU for the current academic year
- f. they benefit from other benefits, both monetary and in the form of services from other public institutions for the current academic year;
- g. have sent the request in ways other than those provided for in this announcement
- h. have sent the request outside the deadlines set out in this announcement;
- i. have sent the request without even one of the requested documents;
- j. have had self-certified data that are different from what can be found in the attached documents and databases;
- k. present an irregular ISEE certificate (e.g not valid for subsidized services for the Right to Higher Education, with annotations relating to omissions/ discrepancies detected by Agenzia delle Entrate if they do not attach adequate documentation certifying the veracity of the data declared);
- l. are in arrears, that is, students whose benefits have been revoked for previous academic years and who have not returned the sums received;
- m. they justify the request by referring to an event that occurred **more than one year before the submission for the grant application.**

## Art. 5

### How to apply and deadlines

**The submission of applications is divided into two deadlines:**

- **from 1<sup>st</sup> April to 15<sup>th</sup> May of the current year - 14:00 pm**
- **from 1<sup>st</sup> October to 15<sup>th</sup> November of the current year - 14:00 pm**

To participate in the competition, applicants for benefits must follow the following procedure:

1. Connect to the ERSU institutional website [www.ersucatania.it](http://www.ersucatania.it), select the item " Portale studenti" and register, if not already registered;
2. The internet application prepared by the institution with the credentials issued after the registration referred to in point 1;
3. Fill in the required application fields starting **from 9:00 on April 1<sup>st</sup> or October 1<sup>st</sup> of the current year**;
4. confirm the data entered;

5. Enable OTP generator button and wait for SMS code to validate the data entered.  
ATTENTION: The OTP code will be sent to the mobile phone number provided during registration to the portal
6. Validate the data of the benefit request, by entering the OTP code received via SMS in the appropriate field (**within 60 minutes of receipt**)

**Deadline for completing the online request** for participation for the benefits (self-certification)

**BY 14.00 ON MAY 15<sup>th</sup> OR NOVEMBER 15<sup>th</sup> OF THE CURRENT YEAR**

**Deadline for validating the request with OTP code**

**BY 15:00 PM ON MAY 15<sup>th</sup> OR NOVEMBER 15<sup>th</sup> OF THE CURRENT YEAR**

**Technical assistance and answers to questions** sent by e-mail will be guaranteed **until 13:00** on May 15<sup>th</sup> or November 15<sup>th</sup> of the current year

**The benefit request, validated through OTP and sent exclusively online, must be regularized for competition purposes.**

For the regularization of the application for an extraordinary grant, applicants for benefits must upload, using the online procedure available in the section called "**FASCICOLO**" on the homepage of the "*Portale studenti*", the additional documentation (single files in pdf format).

Example:

- copy of the front / back of the identity document ( FOR ALL PARTICIPANTS IN THE COMPETITION);
- calculation of ISEEU-ISEEU parificato
- copy of the separation/divorce sentence (for students with separated / divorced parents);
- additional documentation referred to in the previous art. 3, certifying the situations that caused the state of need for which the subsidy is requested, indicating the date of the event;
- other (specify).

To regularize the request for benefits, applicants must perform the following procedure **for each file to be uploaded:**

- a. access the internet application prepared by the institution with the credentials issued after registration;
- b. scan the document into a pdf file with a maximum size of 2 MB, (e.g front/back copy of the identity document, disability certification, etc ...);
- c. enter the data relating to the individual additional documentation (for example, for the identity document, it is necessary to indicate the date of issue, expiration date, municipality that issued the document, etc ...);
- d. Upload the above pdf file.

**THE NON-REGULARIZED BENEFIT REQUEST WILL BE SUSPENDED. IT MUST BE REGULARIZED, UNDER PENALTY OF EXCLUSION FROM THE COMPETITION, BY 14:00 ON MAY 20<sup>TH</sup> or NOVEMBER 20<sup>TH</sup> OF THE CURRENT YEAR IN PROGRESS.**

**Repeat the procedure for each document to be sent.**

Technical assistance and answers to questions sent by e-mail will be guaranteed **until 13:00 on MAY 20<sup>th</sup> or NOVEMBER 20<sup>th</sup> OF THE CURRENT YEAR.**



The application for filling in the online request for participation in the Competition will be deactivated at 14.00(Italian time) on May 15<sup>th</sup> or November 15<sup>th</sup> of the current year.

The application for the regularization of the benefit request (uploading additional documentation in the appropriate section of your personal page of the " Portale Studenti", will be deactivated at 14.00 (Italian time) on May 20<sup>th</sup> or November 20<sup>th</sup> of the current year.

After uploading, the interested subject will receive the registration receipt in the e-mail address indicated during registration.



Please indicate a valid mailbox

If the participants in the competition intend to rectify the data of an application already submitted, they will have to cancel it and repeat the entire procedure (fill in/submit via the internet and validate the application via OTP) in the manner described above. The last application submitted will be the one considered valid for the purposes of the competition.

## Art. 6

### Revocation of benefits

The assignment of subsidies is carried out on the basis of self-certifications made by the participants in accordance with current legislation. Students who submit false declarations will have revoked the benefit and will have to return the unduly received amount and **will be also reported to the competent authorities.**

## Art. 7

### Criteria for formulating the ranking lists

**Participants' applications will be examined by a special commission.**

For the granting of the extraordinary financial contribution, a single ranking list will be formulated, drawn up in descending order, drawn up on the basis of the score assigned according to the scheme of the table in the appendix of the announcement, in relation to the type and severity of the event declared by the student, which motivated the submission of the application. In the case of multiple events declared, the relative points add up, up to the maximum score that can be assigned, which is equal to 10 points.

For the same score will be considered, increasingly, the ISEE. With the same economic requirements, the minor age is a preferential title. The subsidy will be attributed to those entitled to it up to the amount of the allocated budget. Upon approval of the ranking list, an announcement will be published on the institution's website and the concerned student will be able to consul

t the Ranking Results in their own private area of the Student Portal.

## Art. 8

### Approval and publication of the ranking lists

The ranking lists will be approved by the governing body and published, according to Article 32 paragraph 1 of Law no. 69 of 18/06/2009, on the online honours board of the Institution at the address <https://www.ersucatania.traspare.com/albo>.

## Art. 9

### Amount of extraordinary subsidies

The number of grants, to be distributed, is determined according to the budget that will be assigned.

The maximum amount of the subsidy is set at **€ 1,000.00**.

**Requests for extraordinary subsidies will be satisfied within the limits of available resources.**

## Art. 10

### Terms of payment

For the purposes of traceability of financial flows and better management of the disbursement service, payments will be made exclusively:

- by crediting on bank or postal current account with an IBAN code intestate or joint held of students
- by crediting on prepaid card with an IBAN code intestate or joint held of students

It will be the student's responsibility to present suitable documentation certifying ownership of the current account or prepaid card (postal books are not allowed because, even if they have an IBAN, they cannot receive bank transfers).

The IBAN code must be communicated through a specific online application available on the personal page of the ERSU student portal.

**ATTENTION: Make sure that the prepaid card or any other mean banking allow for the credit transfer of the amounts provided for in the competition announcement.**

## Art. 11

### Final provisions

For explicitly not provided for, please refer to the announcement for applications for scholarships and current legislation.



## Art. 12

### Privacy policy

Before completing online and submitting the extraordinary benefit request (self-certification), students should consult the privacy policy; with reference to the processing of personal data according to art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (hereinafter DGPR) and of Legislative Decree 30 June 2003, n. 196, where the following information is provided.

<u>Holder and Data Processor Officer</u>	<u>The holder of the processing of personal data is ERSU of Catania, resident in Etna Street, 570 CAP 95128 CATANIA. Candidates, as a data subject, can contact Data Processor Officer by writing to the above address or by sending an e-mail to the following e-mail addresses: <a href="mailto:urp@ersucatania.it">urp@ersucatania.it</a> PEC: <a href="mailto:protocollo@pec.ersucatania.it">protocollo@pec.ersucatania.it</a></u> <u>The data processing manager is identified in the UO1 Manager - Eng. Giovanni Spampinato.</u>
<u>Data Protection Officer</u>	<u>As required by art. 37, seventh paragraph, of the European Regulation, below are the contact details of the Data Protection Officer, Dr. Francesca Terranova:</u> <u>postal address: Etna Street, 570 - 95128 Catania</u> <u>e-mail address: <a href="mailto:rdp@ersucatania.it">rdp@ersucatania.it</a></u> <u>PEC: <a href="mailto:protocol@pec.ersucatania.it">protocol@pec.ersucatania.it</a></u>
<u>Purpose of the processing</u>	<u>The data will be processed for: a) the purposes of the announcement; b) for the fulfilment of obligations established by law; c) for the payment of subsidies.</u>
<u>Methods of processing</u>	<u>The data collected will be processed only for the purposes related to the completion of the procedure referred to in this announcement and, subsequently, only for the purposes related to the transparency obligations within the limits imposed by current legislation.</u>
<u>Nature of the provision</u>	<u>The provision of such data is necessary to participate in the competition announcement; failure to indicate them may preclude the aforementioned activities. The names of the participants in the competition will be replaced by the file number of the application submitted (Web ID).</u>
<u>Recipients of personal data</u>	<u>The personal data being processed may be disclosed to the following subjects: Sicilian ERSU, social security, welfare and health institutions institutionally appointed by the State, credit and/or financial institutions for the payment of the fee, bodies of the Institution.</u>
<u>Data retention period</u>	<u>The data processed will be kept for the period necessary according to the current legislation in archives, applicable to public bodies, without prejudice to the authorization for discarding.</u>
<u>Transfer of personal data to Third Countries</u>	<u>Personal data may not be transferred to Third Countries or national and international organizations based abroad.</u>

<p><u>Rights of the interested subject</u></p>	<p><u>With reference to the personal data provided, the candidates are holders of the following rights: a) access to personal data; b) rectification or cancellation of the same or limitation of treatment; c) to object to the processing; d) data portability (law applicable only to data in electronic format), as governed by art. 20 of the GDPR; e) to lodge a complaint with the supervisory authority. It is specified that in order to exercise the rights referred to in letters a) to d), candidates may send an e-mail to the following address: <a href="mailto:rdp@ersucatania.it">rdp@ersucatania.it</a></u></p> <p><u>ERSU of Catania is required to provide a response within one month of the request, which can be extended up to three months in case of particular complexity of the request.</u></p>
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## **Art. 13**

### **Responsible for the procedure**

The person in charge of the procedure referred to in this announcement, pursuant to and for the purposes of the Sicilian Region Law n. 7 of 21/05/2019 is Eng. Giovanni Spampinato, Manager U.O.1 of the ERSU of Catania.

Catania 03.02.2021

The President of the BOD  
**Prof. Mario Cantarella**

## APPENDIX

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**Tab. 1 - List of university institutions related to the ERSU of Catania**

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University of Catania

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Academy of Fine Arts of Catania

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ABADIR Academy of S'Agata li Battiati (CT)

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"Vincenzo Bellini" Musical Institute of Catania

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"Vincenzo Bellini" Musical Institute of Caltanissetta

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**Tab. 2 –GUIDELINES for the proper determination of the merit**

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- In calculating the required, must be considered all those acquired credits, even deriving from exams passed with judgment or suitability, provided that the exams are recorded on the study plan, by the Student Secretariat, **with a date not subsequent to the presentation of the application;**
  - For degree courses or specialization courses, whose didactic organization includes modules and/or integrated courses, only credits coming from closed modules and/or complete integrated courses must be taken into consideration, which will be registered in the study plan by the Student Secretariat, **with a date not subsequent to the submission of the application;**
  - Internships and training activities will be considered valid only **if registered on the study plan with a date not later than the submission of the application;**
  - Credits are valid only if recognized for the course of study for which the student is requesting benefits, therefore those who have passed the degree course cannot include credits from non-validated tests in the calculation of merit;
  - For the purposes of obtaining the merit necessary to maintain or access the benefits, any credits validated or exempted by the university institution relating to a previous university or pre-academic career will not be taken into consideration;
  - Will not be taken into consideration credits from subjects taken in single courses, even if validated and uploaded to the study plan;
  - Credits validated for any reason deriving from renounced or lapsed careers cannot be considered useful for merit purposes;
  - Credits for any reason sustained/validated registered on the study plan in an annuity inconsistent with the year of the course (e.g. student who will enrol in the 2nd year, cannot take in consideration of exams recorded on the study plan in the 3rd year);
  - Students enrolled with educational debts, in order to compete, in addition to the minimum number of credits required, must also have exceeded those relating to the same educational debt;
  - Credits earned abroad, as part of international mobility programs, are considered valid only if **incurred by the date of submission of the application** even if they will be validated with a later date.
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**Tab. 3. Merit requirement**

Type of courses	2 <sup>nd</sup> year	3 <sup>rd</sup> year	1 <sup>st</sup> supplementary year	2 <sup>nd</sup> supplementary year
1 <sup>st</sup> level three-year DEGREE	12	42	72	102

Type of courses	2 <sup>nd</sup> year	1 <sup>st</sup> supplementary year	2 <sup>nd</sup> supplementary year
Master's / two-year DEGREE	15	42	72

Type of courses	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>o</sup> anno	5 <sup>o</sup> anno	1 <sup>st</sup> Sup.Year	2 <sup>nd</sup> Sup. Year
Single-cycle DEGREE (five years)	12	42	72	102	120	146

Type of courses	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	6 <sup>th</sup> year	1 <sup>st</sup> Sup.Year	2 <sup>nd</sup> Sup.Year
Single-cycle DEGREE (six years)	12	42	72	102	120	146	183

**NB:** For students with disabilities in conditions of severe disability (as per art.3 co. 3 of Law 104/92 or with disabilities equal to or greater than 66%) **the above credits must be reduced by a further 20%** , rounded up. They are admitted up to the 2<sup>nd</sup> supplementary year

**Tab. 4 - Score table in relation to the type and severity of the event**

<b>DESCRIPTION OF THE EVENT</b>	<b>CONSEQUENCES OF THE EVENT</b>	<b>SCORE (maximum 10 points)</b>
Event that concerns the only member of the income earning for the family	Irreversible situation (e.g. death, permanent disability)	<b>10 points</b>
Event that concerns the only member of the income earning for the family	Temporary difficulty (e.g. dismissal, redundancy, significant reduction in income)	<b>8 points</b>
Event involving one of the members of the income earning for the family	Irreversible situation (e.g. death, permanent disability)	<b>8 points</b>
Event involving one of the members of the income earning for the family	Temporary difficulty (e.g. dismissal, redundancy, significant reduction in income)	<b>7 points</b>
Event involving one of the family members	Irreversible situation (e.g. death, permanent disability)	<b>7 points</b>
Event that directly concerns the student	Temporary difficulty and inability to take exams (e.g. hospitalization)	<b>From 1 to 8 points</b> <i>the score is assigned by the Board depending on the severity of the event</i>
Event involving one of the family members	Temporary difficulty which resulted in a significant economic outlay (e.g. hospitalization)	<b>From 1 to 6 points</b> <i>the score is assigned by the Board depending on the severity of the event</i>

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## Tab. 5 - DSU with omissions / discrepancies

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In relation to the self-declared data in the DSU, the Agenzia delle Entrate carries out specific checks also to verify whether there is correspondence between what is indicated by users in the section relating to movable property and the information present in the registry of reports (Article 11, paragraph 3 , DPCM n.159 / 2013).

If from these checks there are omissions or discrepancies between the self-declared data and the information present in the registry of reports, the Agenzia Delle Entrate makes these anomalies available to INPS, highlighting in the annotations of the ISEE attestation the specifications of the omissions/discrepancies, the date on which the check took place, the DSU protocol and the tax codes of the members of the family unit to which the anomaly found refers. With particular reference to movable property, if one of the members of the family unit, in compiling the DSU, has omitted or incorrectly exposed one or more financial reports, the aforementioned notes will contain the complete list of all financial reports referring to that component.

In cases of omissions or discrepancies, in accordance with current legislation (paragraph 5 of the said Article 11), the applicant of any benefit has two possible alternatives:

- 1) submit a new DSU, including information previously omitted or otherwise disclosed.
- 2) submit an application for the service of your interest using the same ISEE certificate bearing the annotation of omissions or discrepancies and attaching appropriate documentation to prove the completeness and truthfulness of the data indicated in the declaration. The documentation must be requested exclusively by the user from the intermediary (Bank, Italian Post Office, etc.) who communicated the financial reports to the Agenzia delle Entrate

## Information according to art. 13 of Legislative Decree 196/2003 and EU Regulation 2016/679 with regard to personal data processing

Access to the benefits provided by the institution (scholarships, other contributions and services for the right to higher education), is subject to the inclusion of personal data.

**It is therefore recommended reading carefully this policy**, provided according to art. 13 of Legislative Decree 196/2003 (hereinafter the "Code") and of the EU Regulation no. 679/2016 (hereinafter "GDPR"), before providing the personal data necessary for the use of the services made available by the Institution.

It may be subject to changes and/ or additions, which will be duly reported to the user, mainly due to regulatory changes or to the management processes of the services offered, ensuring, in any case, timely updating. The user is however invited to consult it periodically from their personal page of the student portal.

### 1. Object of the treatment

The object of the treatment is personal data, that is information that identifies or makes a person identifiable and that can provide details on his characteristics, habits, lifestyle, personal relationships, his state of health, his economic situation, etc.

### 2. Purpose of the treatment

By "processing" of personal data means any operation, or set of operations, carried out with or without the aid of electronic means: concerning the collection, registration, organization, storage, consultation, modification, selection, extraction, comparison, use, interconnection, blocking, communication, dissemination, cancellation and destruction of data, even if not registered in a database. Even one of the listed operations is sufficient to consider personal data processing.

Without your express consent, your personal data will be processed for institutional purposes (activities related to the provision of the requested benefits - scholarship, other contributions and services for the right to higher education - attributable to interventions of significant public interest purposes referred to in 68 of the Privacy Code), and to fulfil the obligations established by current legislation. Special categories of personal data (information that "... detects racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data intended to uniquely identify a person, data relating to health or sexual life or sexual orientation of the person ") possibly collected, recorded, stored and subsequently processed, will be relevant, complete and not excessive in relation to the purposes listed above. Other purposes will be traced back to statistical survey activities.

Only with your express consent, personal data will be processed for the purposes related to the detection of the degree of satisfaction with the quality of the services offered, the promotion of the same and the cultural, sporting and recreational initiatives organized and/ or sponsored by the Institution (sending email, post and/ or SMS and/ or telephone contacts).

### 3. Processing methods

The processing of your personal data will be based on principles of correctness, lawfulness, transparency and protection of your privacy and your rights. The treatment is carried out by means of the operations indicated in art. 4 of the Privacy Code and art. 4 n. 2) GDPR and more precisely: collection, registration, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and destruction of data. Your personal data are subjected to both paper and electronic and / or automated processing.



#### **4. Legal basis of the processing**

The processing of personal data by the Data Controller, a non-economic public entity, is permitted only for the performance of institutional functions (Article 18 paragraph 2 of the Privacy Code). The processing of sensitive data by the Data Controller, a non-economic public entity, is permitted for institutional purposes attributable to the interventions of significant public interest according to art. 68 of the Privacy Code.

#### **5. Nature of the provision of data and consequences of any refusal**

The provision of data is mandatory. Any refusal will result in exclusion from the competition and the inability to obtain the benefits.

#### **6. Access to data**

Your data will be processed by the Data Controller, the Data Protection Officer, the Data Processors (appointed by him), the Data Processors (strictly authorized) and the System Administrators. They will also be accessible to those subjects who are entrusted with the task of carrying out activities on behalf of the Data Controller for the accomplishment of institutional purposes.

#### **7. Communication of data to third parties**

Without your express consent, the Data Controller may communicate your data to those subjects to whom the communication is mandatory by law or for the accomplishment of institutional purposes (eg. University institutions, Revenue Agency, INPS, Guardia di Finanza, Institutes of credit, police headquarters, etc.). Your personal data may also be disclosed to other subjects who provide assistance, advice or collaboration to the data controller, in accounting, administrative, fiscal, legal, tax and financial matters, to public administrations for the performance of institutional functions. within the limits established by law and to third parties, service providers, to whom communication is necessary for the fulfilment of institutional purposes (eg CAF, etc.). Your personal data will not be disseminated.

#### **8. Storage time**

The ERSU of Catania keeps personal data for no more than 10 years from the conclusion of the administrative procedures for institutional purposes and in any case for the statute of limitations required by law.

#### **9. Existence of an automated decision-making process**

There is no automated decision-making process.

#### **10. Transfer of personal data**

Your personal data will not be transferred to a third country or to an international organization.

#### **11. Procedures for exercising rights**

At any time, you can exercise your rights (*of access to personal data; to obtain the correction or cancellation of the same or the limitation of the processing that concern him; to oppose the processing; to the portability of data; to revoke the consent in the cases in which the processing is not necessary for the execution of a task of public interest or connected to the exercise of public authority of which the Holder is invested or to fulfil a legal obligation; to lodge a complaint with the Privacy Guarantor*) by sending a registered letter a/ r to the ERSU of Catania, Etna Street, 570 - 95128 Catania; or an email to [direzione@ersucatania.it](mailto:direzione@ersucatania.it) ; or a pec to [protocollo@pec.ersucatania.it](mailto:protocollo@pec.ersucatania.it).

**12. Holder, Data Protection Officer and Data Processor Officer**

The Data Controller is the ERSU of Catania, with registered office in Etna Street 570 – 95128 Catania

tel. 095/7517910

E:mail [direzione@ersucatania.it](mailto:direzione@ersucatania.it)

pec [protocollo@pec.ersucatania.it](mailto:protocollo@pec.ersucatania.it)

Data Protection Officer is Dr. Francesca Terranova

E:mail [rdp@ersucatania.it](mailto:rdp@ersucatania.it)

Data Processor Officer is engr. Giovanni Spampinato

Tel: 095/7517910

E: mail [direzione@ersucatania.it](mailto:direzione@ersucatania.it)

pec [protocollo@pec.ersucatania.it](mailto:protocollo@pec.ersucatania.it)