

## REQUEST FOR ACCESS

### To the "Minerve" administrative restaurant on the Triolet site for the hosted staff of the UM in agreement with the APUM

If you wish to have lunch at the "Minerve" administrative restaurant (R.A.) on the Triolet campus and benefit from meal subsidies, you must complete this form and **send it by e-mail to your employer\***.

Access to the R.A. "Minerve" of the Triolet campus will only be effective after APUM has received and processed the document previously completed by the employer. You will receive an email confirmation from APUM.

☐ **Created**

☐ **Extension**

#### Personal Data

Name  Surname

Birth date

Your Multiservice card number (CMS) :

*(Except for contractual doctoral students: Indicate the student number) \**

Assignment on the UM site (please specify: Labo, UFR, ...)

Phone number  e-mail

Status ☐ **Permanent staff**

☐ **Contractual**

⇒ Effective date of contract:

└─ If doctoral student check here ☐

⇒ End date of contract:

☐ **Distinguished Professor \***

The information collected on this form and the "Mifare" number of your CMS are recorded in a computerized file by APUM and the catering provider to allow hosted staff to access the "Minerve" R.A. of the Triolet site.

You are informed that, without your consent, you will not be able to benefit from the services of this restaurant.

(See "Access request" p2)

**Do you consent to the use of your personal data collected here for this purpose?**

☐ **YES**

☐ **NO**

Signature of applicant (Required)

Done at , on the

#### Reserved for the employer

##### OBLIGATORY MENTION

**If not, the request will not be processed**

Subsidy awarded \*  
(Following the INM index)

*Please verify the accuracy of the applicant's personal information*

##### STAMP OF THE EMPLOYER

**Correspondent's name:**

*"Persons who have knowingly made inaccurate declarations or submitted false statements in order to obtain benefits must reimburse the subsidies unduly granted, without prejudice to any criminal penalties resulting from the application of the legislation in force".*

**\* See Information Note**

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You will find below some information about the use of your data for the opening of your access rights to the administrative restaurant "Minerve" of the Triolet campus, under the General Data Protection Regulation (GDPR).

The information collected on this form is recorded in a computerized file by the UM Staff Association (APUM) (163, rue Auguste Broussonnet - 34090 Montpellier) and the catering service provider to allow **hosted personnel to access the "Minerve" administrative restaurant (R.A.) located on the Triolet site.**

In addition, access to the "Minerve" administrative restaurant requires the use of the "Mifare" number of the multiservice card (CMS). This number is transmitted by the UM to the APUM.

You are informed that, without your consent, you cannot benefit from the services of this restaurant. (*Agreement and signature required on page 1/2 of the "Minerve" R.A. application form*).

These data are kept for the duration of your intervention at the University of Montpellier as hosted staff and up to 24 months after the end of your intervention, and are intended for the catering provider of the "Minerve" restaurant.

In accordance with the General Data Protection Regulation (GDPR - European Regulation 2016-679 - EU of 27 April 2016), you have:

- The rights of access, rectification and deletion of your personal data,
- The right to limit the processing of your personal data,
- The right to withdraw your consent in the future,
- The right to object to the processing to which you have consented.

To exercise these rights or for any questions relating to data processing, you can contact the Data Protection Officer of the University of Montpellier ([dpo@umontpellier.fr](mailto:dpo@umontpellier.fr))

Furthermore, you may, if necessary, lodge a complaint with the Commission Nationale de l'Informatique et des Libertés ([www.cnil.fr](http://www.cnil.fr))

## NOTE REQUEST FOR ACCESS

### To the "Minerve" administrative restaurant on the Triolet site for the hosted staff of the UM in agreement with the APUM

You will find below information concerning the opening or extension of access rights to the "Minerve" administrative restaurant (R.A.) on the Triolet campus.

#### Which hosted staff of the UM can access the "Minerve" administrative restaurant (R.A.)?

Only hosted staff working at the University of Montpellier AND whose employer has signed a partnership agreement with APUM can have lunch at the "Minerve" administrative restaurant on the Triolet campus. For contractual staff, access is only granted for the duration of the contract. In the event of an contract extension, the request must be

#### Who pays for meal subsidies for hosted staff?

Meal subsidies for hosted staff authorised to have lunch in the administrative restaurant are the responsibility of each employing organisation. It is the employer who determines the amount of the subsidy granted according to the salary index (INM) of the staff member (the employer's subsidy is directly deducted from the price of the meal paid by the staff member).

#### How can hosted staff access the "Minerve" R.A.?

1. You must be in possession of a UM multiservice card (CMS). To do so, contact the Guichet Unique de la Direction Ressources Humaines de l'UM located in building 7 of the Triolet campus:  
[drh-guichet-unique@umontpellier.fr](mailto:drh-guichet-unique@umontpellier.fr)  
➤ ENSCM staff members have their own professional cards and must request them from their employer's contact person listed below.
2. Complete the form with the registration number, which is the number that appears under "University of Montpellier" or under "Name - First name".
3. Send the completed form to your employer. You will find below the list of organisations that have signed an agreement with the APUM



Organisme	CMS	Coordonnées du référent de l'employeur
CNRS	oui	Mme Houria DIFALLAH-PERET ou Marion LE GRIX DE LA SALLE Email : <a href="mailto:dr13.accesrestauration@cnrs.fr">dr13.accesrestauration@cnrs.fr</a> Tél : 04 67 61 34 17 ou 04 67 61 34 12
IRD	oui	Mme Dahrouge Myriam ou Mr Patrick GARCIA Emails : <a href="mailto:myriam.dahrouge@ird.fr">myriam.dahrouge@ird.fr</a> <a href="mailto:patrick.garcia@ird.fr">patrick.garcia@ird.fr</a> Tél : 04 67 41 63 54
INRAE	oui	Mme Flore DELESTAING E mail : <a href="mailto:flore.delestaing@inrae.fr">flore.delestaing@inrae.fr</a> Tél. : 04 99 61 27 66
INRIA	oui	Mme Annie ALIAGA E mail : <a href="mailto:annie.aliaga@inria.fr">annie.aliaga@inria.fr</a> Tél : 04 67 41 86 88
ENSCM	oui* CMS fournie par employeur	Mme Laurence CUERQ E mail : <a href="mailto:ressources.humaines@enscm.fr">ressources.humaines@enscm.fr</a> Tél : 04 67 14 43 72 / 04 67 14 43 28
INSERM	oui	Julie COUDERC E mail : <a href="mailto:julie.couderc@inserm.fr">julie.couderc@inserm.fr</a> Tél : 04 67 63 61 35
EPHE	oui	Mme Audrey GARCIN E mail : <a href="mailto:audrey.garcin@ephe.sorbonne.fr">audrey.garcin@ephe.sorbonne.fr</a> Tél : 01 53 63 61 51
Fondation Van Allen	oui	Mme Caroline REYNAUD E mail : <a href="mailto:caroline.reynaud@umontpellier.fr">caroline.reynaud@umontpellier.fr</a> Tél : 04 67 14 49 91
Professeurs émérites	oui sur présentation de la délib CA de l'UM -> sans subvention	Contacter l'APUM : <a href="mailto:secretariat@apum.fr">secretariat@apum.fr</a> Secrétariat : bât 3, site Triolet. Tél : 04 67 14 30 98

4. Your employer sends the stamped and completed form to APUM. Your access rights are effective in the days following the receipt of the form at the APUM secretariat, which will send you a confirmation e-mail.
5. You can then access the R.A. Minerve by presenting your CMS at the restaurant cash desk.  
On your first visit, you must credit your account by cheque, credit card or cash at the R.A. cash desk.

⚠ The IZLY account associated with the multiservice card (CMS) does not work in the administrative restaurant.

# Procedure relating to the opening or extension of access rights to the "Minerve" administrative restaurant - Triolet site staff housed at the UM in agreement with the APUM

Does the requesting agent have a multi-service card (CMS) or a UM student card for hosted contract doctoral students?

**NO**

Request to edit a "personal" CMS at the one-stop-shop DRH of the UM (Bât 7-Triolet)

Has a CMS\*



Has a student card (Hosted contractual doctoral student)



\* Obtaining CMS UM does not apply to ENSCM agents

**YES**

Download the print from the APUM website → [www.apum.fr](http://www.apum.fr)

Complete the part of the document " Personal informations "

Send the completed document to the employing organization for validation

Visa and employer's stamp for transmission to the APUM

Sending the form covered and completed by the employer to the

Opening or extension of access rights to the R.A Minerve-Triolet by the APUM

Confirmation email from the APUM opening / extending access rights to the applicant and the employer