



W-02 - Datenschutzerklärung Für BewerberInnen\_EN  
Meliva GmbH



## **Privacy Notice**

### **Candidates and applicants**

#### **1. General**

Meliva GmbH (“**Meliva**”, “**We**”, “**us**”, “**our**”) is delighted to hear that you are interested in working with us.

We are aware of the sensitivity required when processing your personal data during the application process, and, for this reason, we take the protection of your personal data very seriously. Your personal data is processed exclusively within the framework of the statutory provisions of data protection law, in particular the General Data Protection Regulation (hereinafter “**GDPR**”) and the Federal Data Protection Act (Bundesdatenschutzgesetz, hereinafter “**BDSG**”). With this Privacy Policy (“**Policy**”), we inform you about the processing of your personal data and about your data protection rights in the context of applying to work for us and in relation to the use of our “jobs” section of our website. For information on the processing of personal data in other areas, please refer to the respective Privacy Policies.

#### **2. Name and contact details of the controller and the Data Protection Officer**

The Data controller is

Meliva GmbH  
Gervinusstraße 17  
60322 Frankfurt am Main  
Management: Dr. Gerald Loos  
E-mail: [info@meliva.de](mailto:info@meliva.de)  
Website: <https://www.meliva.de>

You also have the right to contact our data protection officer at any time, who is obliged to maintain confidentiality regarding your request. The contact details of our data protection officer are:

Dr. Jovan Stevovic  
via Segantini 28  
38068 Rovereto - Italy  
Email: [meliva-dpo@chino.io](mailto:meliva-dpo@chino.io)

### **3. Data processed**

In order to review your application, we need to process the following personal data concerning you:

- Salutation
- Identification data (first name, last name)
- Contact information (e-mail address, phone number)
- Professional, educational and employment information (education, professional qualifications and trainings)
- Application documents (such as cover letter, CV, certificates, photo)
- Other data collected during the application process (emails, interview notes)
- Images and audio for remote applications process.
- Log data arising from the use of IT systems (when applicable)

Please note that you will be required to fill some of the fields in the application forms in order to complete the application process.

#### **3.1 Special categories of personal data**

As a general rule, we do not process personal data concerning your health (so called special categories of personal data), unless we are required to do so or if you voluntarily share this data with us in the application process. In the event that we may be required to do so, we will make sure to have an appropriate legal basis and an exception in accordance with the GDPR and the BDSG.

#### **3.2 Sources of personal data**

Your personal data is collected directly from you as part of the application process.

The easiest way to apply is to apply directly for a job advert published on our job portals by entering your data for the advertised position. Your data is necessary in order to proceed with the application/hiring process.

### **4. Purposes and legal basis of data processing**

Your personal data will be processed for the following purposes:

#### **4.1 Fulfillment of contractual and pre-contractual obligations**

If you have applied to work for us, we may process your personal data for carrying out the application process and, if necessary, for preparing an employment relationship with you. This includes:

- recording and reviewing the application;
- Application management and implementation of the selection process (forwarding to the relevant internal functions and Meliva entities, organization and implementation of job interviews, management and administration of job placement)
- Organisation and implementation of selection days.

As part of our application processes, we use the recruiting software "Talention" from the provider Talention GmbH, Ohligsmühle 3, 42103 Wuppertal, [www.talention.de](http://www.talention.de). We use Talention to organize and analyze applicant data and to communicate with applicants during the recruitment process, for example by sending invitations to interviews; last but not least, we use Talention to advertise jobs, such as those on our website, through which you can then apply directly to us.

We need the requested information to process your application quickly. Your online application will only be disclosed to the group of people required to complete your application process.

**Legal basis:** the processing is carried on the basis of Article 6 paragraph 1 letter b) GDPR in conjunction with article 88 GDPR and §26 paragraph 1, first sentence BDSG. In the event that special categories of personal data are requested, they will be processed for the fulfillment **of contractual and pre-contractual obligations** - Article 6 paragraph 1 letter b) GDPR in conjunction with article 88 GDPR and §26 BDSG and for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law - Art. 9 paragraph 2 letter b) GDPR in conjunction with §26 paragraph 3 BDSG. The transmission of personal data to the Meliva entities concerned is carried out on the basis of our legitimate interest in sharing personal data within the organisation for internal administrative purposes concerning the management of employees (Article 6(1)(f) GDPR).

**Retention period:** If your application is successful, we will retain your personal data for the duration of the employment relationship and delete your data no later than 6 months after its termination. Otherwise, your submitted data will be processed exclusively for the purposes of carrying out the application process and deleted within 6 months after completion of the application process.

## 4.2 Applying to the Meliva Talent Network

If you register with the Talent Network, we may keep in contact with you for your future career path. You will regularly receive news about careers, invitations and information about specialist and career events as well as special job offers.

**Legal basis:** the legal basis for the processing of data is your consent is Art. 6(1)(a) GDPR. You have the option to revoke your consent to the processing of your personal data at any time. You can revoke your consent in particular by sending an email to [karriere@meliva.de](mailto:karriere@meliva.de). In this case, all personal data that the provider has stored in the course of your contact will be deleted

**Retention period:** Your submitted data will only be processed if you have previously given the provider your consent. Your data will be deleted by the provider if you unsubscribe from participation in the Talent Network.

## 5. Transfer of data to third parties

During the application process, we may share some of your personal data with entities that are part of the Meliva group which may be involved in the hiring process on the basis of our legitimate interest (Article 6(1)(f) GDPR).

The Meliva Group encompasses the following companies and subsidiaries:

- Meliva GmbH - Gervinusstraße 17 60322 Frankfurt am Main;
- BeeHealthy Deutschland GmbH - Gervinusstraße 17, 60322 Frankfurt am Main, Germany
- Gelenkzentrum Rhein-Main GmbH - Frankfurter Straße 94, 65239 Hochheim am Main
- Meliva Dalberg Klinik Fulda - Dalbergstraße 5, 36037 Fulda, Germany
- Meliva MVZ Westpfalz - Kaiserstraße 171 66849 Landstuhl

A detailed list of all Meliva locations is available [here](#).

We may also transmit some of your data to other third parties, such as service providers and business partners outside our organisation.

We will only transfer your personal data to third parties if:

- You have expressly consented to the transmission in accordance with Art. 6 Paragraph 1 Clause 1 Letter a of GDPR;
- the transmission is necessary for the performance of a contract with you (Art. 6 para. 1 sentence 1 lit. b GDPR) or
- there is a legal obligation for the transmission (Article 6 (1) sentence 1 lit. c GDPR).

The transmitted data may only be used by the third party for the stated purposes.

## **6. Data security**

We take all necessary technical and organizational security measures to protect your personal data from loss and misuse. Your data is stored in a secure operating environment that is not accessible to the public.

In certain cases, your personal data is encrypted during transmission using what is known as Transport Layer Security (TLS). This means that communication between your computer and our servers takes place using a recognized encryption method if your browser supports TLS.

## **7. Data transfer to third countries**

Generally, we do not transfer your personal data to third countries (outside the European Union or the European Economic Area (EEA)). However, we might transfer some of your personal data to processors to third countries.

A third country is considered safe if the EU Commission has issued an adequacy decision for that country pursuant to Art. 45 (1) GDPR confirming that adequate protection for personal data exists in that country. However, not all countries have been considered safe. A transfer of personal data to an unsafe third country will only take place if you have been informed in advance of the applicable requirements of Art. 44 ff. GDPR.

We will only transfer your personal data to a third country if:

- you have expressly consented to the transmission in accordance with Art. 49 para. 1 lit. a GDPR,
- the recipient provides sufficient guarantees in accordance with Art. 46 GDPR (e.g. standard contractual clauses) for the protection of personal data,

- the transmission is necessary for the fulfilment of contractual obligations between you and us or
- Another exception to Art. 49 GDPR applies.

## **8. Rights of the data subject**

### **a) Basic rights of data subjects**

You have the right:

- to request information about your personal data processed by us in accordance with Art. 15 GDPR. In particular, you can request information about the purposes of processing, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right to lodge a complaint, the origin of your data if it was not collected from us, as well as the existence of automated decision-making including profiling and, if applicable, meaningful information on its details;
- to request the immediate correction of inaccurate or incomplete personal data stored by us in accordance with Art. 16 GDPR;
- to request the deletion of your personal data stored by us in accordance with Art. 17 GDPR, unless the processing is necessary to exercise the right to freedom of expression and information, to fulfill a legal obligation, for reasons of public interest or to assert, exercise or defend legal claims;
- to request the restriction of the processing of your personal data pursuant to Art. 18 GDPR if you contest the accuracy of the data, the processing is unlawful but you refuse to delete it and we no longer need the data, but you require it to assert, exercise or defend legal claims or you have objected to the processing pursuant to Art. 21 GDPR;
- pursuant to Art. 20 GDPR, to receive your personal data that you have provided to us in a structured, common and machine-readable format or to request that it be transmitted to another controller;
- to revoke your consent at any time in accordance with Art. 7 Paragraph 3 GDPR. This means that we may no longer continue the data processing based on this consent in the future and
- to complain to a supervisory authority pursuant to Art. 77 GDPR. The competent data protection authority for Meliva GmbH is the [Hessischer Beauftragte für Datenschutz und Informationsfreiheit](#), Gustav-Stresemann-Ring 1, 65189 Wiesbaden, Germany.

### **b) Right to object to data processing based on legitimate interests**

If your personal data is processed on the basis of legitimate interests in accordance with Art. 6 Paragraph 1 Clause 1 Letter f of GDPR, you have the right to object to the processing of your personal data in accordance with Art. 21 GDPR, provided there are reasons for doing so that arise from your particular situation or the objection is directed against direct advertising. In the latter case, you have a general right of objection, which we will implement without specifying a particular situation.

If you would like to exercise your right of withdrawal or objection, please send an email to [datenschutz@meliva.de](mailto:datenschutz@meliva.de).

### **c) Existence of an automated decision making**

We inform you that there is no automated decision making involved in the selection process.

## **9. Current status and changes to this privacy policy**

Due to the further development of our website and offers on it or due to changes in legal or official requirements, it may become necessary to change this Policy. You can access and

print out the current Policy at any time on the website at <https://meliva.de/datenschutzrichtlinie/>.

This Policy was last updated on 2025-03-13

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