we value your privacy and are committed to protecting your personal information. This Privacy Policy outlines how we collect, use, disclose, and store the data you provide to us through our website, including but not limited to your name, email address, phone number, and information submitted through our Contact Us form. By accessing or using our website, you consent to the collection and processing of your personal information as described in this Privacy Policy.

**1.**

**Information We Collect**

**1.1**

**Personal Information**

When you use our website, we may receive and store personal data that you willingly give us. Examples include:

* Name: We may collect your full name.
* Email Address: In order to contact you, we might gather your email address.
* Phone Number: We may collect your phone number to contact you, if necessary.

1.2

Contact Us Form Information

When you submit information through our Contact Us form, we may collect additional details, such as:

* Subject: We collect the subject of your inquiry or message.
* Message: We collect the content of your message or inquiry.

When you use our website, we may receive and store personal data that you willingly give us. Examples include:

* Name: We may collect your full name.
* Email Address: In order to contact you, we might gather your email address.
* Phone Number: We may collect your phone number to contact you, if necessary.

1.2

Contact Us Form Information

When you submit information through our Contact Us form, we may collect additional details, such as:

* Subject: We collect the subject of your inquiry or message.
* Message: We collect the content of your message or inquiry.

1.3

Class Enrollment Form Information:

When you submit information through our website than order is completely

placed.

Full Name: We collect your full name for identification purposes.

* Email Address: We collect your email address
* Phone Number: We collect your phone number

1.4

Apply Now Form Information:

When you submit information through our apply now form, we may collect additional details, including:

* Full Name: We collect your full name for identification purposes.
* Email Address: We collect your email address to communicate job-related information.
* Phone Number: We collect your phone number to contact you regarding your job position.
* CV Links: We collect your CV link for the related position you want to apply.

## Data Security

We put together reasonable security measures that protect against unauthorized access, disclosure, modification, or destruction of your personal information. However, no method of transmission over the internet or electronic storage is completely secure, and we cannot guarantee absolute security.

## Data Retention

We keep your personal information for as long as it is required to achieve the purposes mentioned in this Privacy Policy, unless a longer retention period is required or permitted by law.

## Your Rights

You have certain rights with regard to your personal information, including the ability to access, update, or remove it. To exercise these rights, or if you have any questions or concerns regarding your personal information, please contact us using the information provided in Section 7.

**Contact Us**

If you have any questions, concerns, or requests regarding this Privacy Policy or our data practices, please contact us at:

* Arun Aluminium And Glass Udhyog
* Pakadi-1, mayadevi kapilvastu, Nepal
* example@gmail.com
* +977-9800768458

## Changes to this Privacy Policy

This Privacy Policy may be updated from time to time. Any updates will be announced on this page, along with a new effective date. We recommend that you review this Privacy Policy on a regular basis to stay up-to-date on how we collect, utilize, and safeguard your personal information.

By visiting our website, you agree to the terms of this privacy statement. Please do not use our website or provide any personal information if you aren't satisfied with the terms of this Privacy Policy.

* Thank you for trusting Arun Aluminium And Glass Udhyog

with your personal information.