

## Our Privacy Policy

Rose Tech is committed to protecting the privacy of individuals who visit our website or use our services. This Privacy Policy outlines how we collect, use, disclose, and protect your personal information.

### Collection of Personal Information:

We may collect personal information, such as your name, email address, phone number, and other contact details, when you interact with us, such as when you register for a course, apply for a job, or subscribe to our newsletter. We use your personal information to communicate with you, process your requests, provide you with our services, and improve our offerings. We may also use your information for marketing purposes, such as sending you promotional materials.

**We do not sell or rent your personal information to third parties.** We take reasonable measures to protect your personal information from unauthorized access, use, or disclosure. However, no method of transmission over the internet or electronic storage is 100% secure, so we cannot guarantee its absolute security.

### Access to and Correction of Personal Information:

You may request access to or correction of your personal information by contacting us using the contact information provided below. We will respond to your request within a reasonable timeframe.

**NOTE:** We may update this Privacy Policy from time to time. Any changes will be posted on this page, so please check back periodically for updates. Your continued use of our website or services constitutes your acceptance of the updated Privacy Policy.

### Contact Us:

If you have any questions or concerns about this Privacy Policy or our privacy practices, please contact us at [rosetechlyari@gmail.com](mailto:rosetechlyari@gmail.com) or contact us on whatsapp: 0310-2310553

## Rose Tech Policy for Students and Staff

- All students and staff are required to maintain punctual attendance. Students must attend all classes as per the schedule. Staff must report to work at the designated time. Failure to maintain punctual attendance may result in disciplinary action.
- Staff and trainers are required to submit leave applications at least 8 hours before their scheduled duty time. The application should be sent via email or message to the team leader or director. Approval of leave is subject to the discretion of the team leader or director.
- Students are expected to attend all classes punctually. Failure to attend a class or provide a valid reason for absence may result in disciplinary action. Additionally, all students must wear their Rose Tech-issued ID cards at all times while on campus.
- Students must pay their fees on time. A grace period of 10 days is provided after the due date, after which a late fee of Rs. 50 per day will be charged.

- Rose Tech offers a comprehensive internship program aimed at providing valuable work experience to aspiring individuals. The program duration is six months, during which interns will receive a stipend. To apply for the internship program, candidates must meet the eligibility criteria and follow the application process outlined by Rose Tech.
- At Rose Tech, we are committed to selecting the best talent to join our team of expert trainers. Upon selection, the candidate is required to undergo a one-month probationary period, during which they are expected to work without remuneration. After the probationary period, a review will be conducted to assess the candidate's performance. If the performance meets our standards, the candidate will be offered a position with Rose Tech.

**Clarification:** This privacy policy applies to all personal information collected, used, or disclosed by Rose Tech in the course of its operations. It outlines our commitment to protecting your privacy and explains how we collect, use, disclose, and protect your personal information.

**Director's Signature:**

**Date: March 1, 2024**

Director Rose Tech,