

# Personal Information Purposes of Use and Other Publicized Items

## 1. About personal information purposes of use

At Toppan Forms, we have defined the following purposes of use for the personal information we obtain from customers or provided by customers for the tasks customers consign to us, and we use this information within the boundaries of these purposes of use.

Should it become necessary to use personal information beyond the defined purposes of use, Toppan Forms will be sure to obtain the customer's permission in advance.

### 1-1. Purposes of use when handling customer's personal information (including specific personal information\*1) in our work tasks

- 1) To print the data to create forms, cards, etc.
- 2) For form processing tasks such as trimming, shearing, envelope insertion, sealing, embossing, or encoding of the forms or cards with printed data.
- 3) For processing tasks of postage materials such as classification of posting/sending materials, extraction, or delivery to post office.
- 4) For information processing tasks such as data entry, data processing, or data management.
- 5) To provide email and file distribution proxy services and ASP services.
- 6) To conduct contract operation for collecting personal information through secretariat and call center service
- 7) For consigned tasks related to any of the above.

### 1-2. Purposes of use when Toppan Forms obtains personal information (excluding specific personal information)

- 1) To respond to inquiries, complaints, or requests for advice received in relation to our business.
- 2) To deliver our products and items, and to send invoices for these.
- 3) To conduct campaigns and questionnaires, and reflect the results in our services.
- 4) To provide guidance and support information about our services.
- 5) To manage visitors of various events that we host or co-host.
- 6) To enable appropriate and smooth transaction with the client.
- 7) To deliver materials and guidance about employee recruitment.
- 8) To recruit employees, and for employee welfare and employee management.

### 1-3. Purpose of use when Toppan Forms obtains specific personal information

- 1) To carry out administrative operation related to national identification system for social welfare, tax, and natural disaster such as formulating statutory report of statement of earnings for Toppan Forms employee and its dependent and notice administration for social insurance.

## 2. About shared use of personal information

Toppan Forms may conduct shared use of the personal information we obtain with the purpose of responding to inquiries, complaints, requests for advice, campaigns, or questionnaires in regards to our subsidiaries' businesses and services, received through our website or other websites, via telephone, fax, or other methods, with the companies listed below. Responsibility for management of personal information in these cases lies with Toppan Forms. Individual Number\*\*2 will not be shared.

### Toppan Forms subsidiaries

Toppan Forms Central Products Co., Ltd., Toppan Forms Operation Co., Ltd.,  
Techno Toppan Forms Co., Ltd., Toppan Forms Services Co., Ltd., Toppan Forms Tokai Co., Ltd.,  
Toppan Forms Kansai Co., Ltd., Toppan Forms Nishinohon Co., Ltd., Toppan Forms (Hokkaido) Co., Ltd.,  
Toppan Forms (Sanyo) Co., Ltd., Okinawa Business Forms Co., Ltd., TF Payment Services Co., Ltd.,  
TOSCO CORPORATION, J-SCube Inc.

### Personal information items for shared use

Name, company name, company address, department name, telephone number, fax number, email address, etc.

### Method of obtainment

In writing from the customer directly, or through another appropriate method.

### 3. About provision of personal information to a third party

Toppan Forms will not provide the personal information we handle for the tasks consigned to us to a third party, unless instructed to do so by the customer him or herself.

(However, contractors for our work tasks are not considered third parties.)

Should it become necessary to provide the personal information Toppan Forms has obtained to a third party, we will only do so upon receiving permission from the person him or herself.

Specific personal information will not be provided to third party regardless whether there is an agreement with the person or not but excluding cases otherwise clearly indicated within the limit of National Identification System<sup>※3</sup>.

Last amended on October1, 2015

Toppan Forms Co., Ltd.

Personal Information Protection Officer

※1 Specific Personal Information : Personal information that includes identification number and content.

※2 Individual Number : A number assigned to an individual under the National Identification System.

※3 National Identification System : A law regarding the use of number to identify a specific individual for administrative procedure.