

## Protecting Personal Information

Activity results,  
performance data

### ■ Setting up Secured Areas for the Handling of Personal Information

Operations involving the use of confidential materials in the Toppan Group are conducted exclusively within a closed network environment and in tightly secured workplaces where the comings and goings of employees through entrances and exits are monitored to minimize the risk of fraudulent acts and other forms of misconduct inside of the Group and the risk of unauthorized access from outside of the Group. Strictly controlled operations include the handling of personal information (e.g., individual identification numbers under Japan's Social Security and Tax Number System) and the production and handling of security printing products with monetary value.

Toppan found no instances of unauthorized information removal or other personal information-related incidents in fiscal 2020. The Group will continue its efforts to maintain a record of zero-incidents.

### ■ Controlling Secured Areas for the Handling of Personal Information

The Toppan Group seeks to ensure and upgrade security levels in the handling of personal information through regular internal audits and day-to-day operational checks based on operational rules prescribed for the tightly secured areas within the Group.

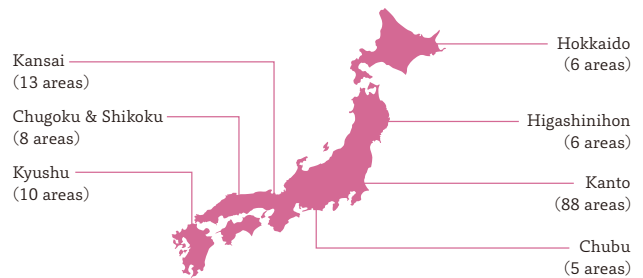
Two key components of Toppan's security management regime are internal audits to inspect operational management and monitoring to detect fraudulent operations.

Operational management inspection through internal audits: Dedicated auditors regularly inspect the installation, management, and operation of tightly secured areas designated for the handling of personal information. Managers assess and accredit inspection results to maintain and further enhance operational management levels across the Toppan Group.

Detection of fraudulent operations:

As a basic rule, Toppan prohibits Group employees from connecting any external memory media to the PCs used within the tightly secured areas. The Group's monitoring center carries out operational log analysis using log management systems. Whenever a potentially fraudulent log is detected, the center immediately notifies the relevant management personnel for verification.

### Tightly Secured Areas Where Personal Information Is Handled (as of March 31, 2021)



### Security Measures



Surveillance camera



Access control