

# Privacy Statement

## **Privacy Statement – Effective December 2023**

This Web site (“Web site”) is operated by TOPPAN Nexus Limited (“TOPPAN Nexus”). The terms “TOPPAN Nexus,” “we,” “us,” “our” and “ours” when used in this privacy notice (“Privacy Notice”) includes parents, subsidiaries, divisions, branches, affiliates, or companies of TOPPAN Nexus. The terms “you,” “your” and “yours” when used in this Privacy Notice means any user of this Web site including, current and future customers, employees, non-employee labor, vendors and information seekers.

IMPORTANT: BY SUBMITTING PERSONAL DATA TO US AND/OR BY USING OUR WEB SITE, YOU GIVE YOUR CONSENT THAT ALL PERSONAL DATA THAT YOU SUBMIT MAY BE PROCESSED IN THE MANNER AND FOR THE PURPOSES DESCRIBED BELOW.

### **Scope of Privacy Notice**

You may visit our public Web site without providing any information about yourself. This Privacy Notice describes our current policies and practices with regard to personal data collected by us from you directly and/or through the Web site or Service Tools (as defined below). The term “personal data” refers to personally identifiable information about you. This Privacy Notice applies only to the operation of Web sites that directly link to this notice when you click on the Privacy Notice link.

### **Notification of changes to this Notice**

TOPPAN Nexus is continually improving our methods of communication and adding new functionality and features to this Web site and to our existing services. Because of these ongoing changes, changes in the law and the changing nature of technology, our data practices may change. We encourage you to check this page frequently and anytime you submit personal information via the Web site.

### **Collection, Use and Disclosure of your personal data**

When you use our products and services or request information, we request personal information about you such as your name, location, employer's address, e-mail address and telephone number. We may also ask for demographic information to enable us to provide you with a personalized service. The information you provide is either manually or electronically stored in our databases.

We may share your personal data under these limited circumstances:

In order to provide you with the requested information on products or services, your personal data may be shared with other companies within our group of companies and third parties who act for us for further processing in accordance with the purposes for which the data was originally collected or for purposes to which you have consented. For example, a third-party may have access to your personal data to support our information technology or to handle mailings on our behalf. TOPPAN Nexus requires that all third-party processors process your personal data with the same level of protection and in a manner consistent with the uses agreed upon in this Notice.

We may share your personal data with other companies within our group of companies who may contact you about their products or services that may interest you.

We will keep your contact details in our database and we may use your personal data for marketing purposes and market research. If you do not wish to receive e-mails or post from us for these purposes, please let us know by following the "unsubscribe" procedure described herein.

We may use your personal data to administer this Web site and help us improve our services.

We may disclose the information in our databases and server logs to comply with a legal requirements, for the purposes of national security only to the extent that is strictly necessary and proportionate, to interact with anti-fraud databases, to protect your vital interests, to protect the security or integrity of our databases or this Web site, to take precautions against legal liability, or in the event of our sale, merger, reorganization, dissolution or similar event.

In the event of a corporate sale, merger, reorganization, dissolution or similar event, your personal data may be part of an asset transfer or sale.

If you submit your resume or CV, we will use the information to process your inquiry and to monitor recruitment statistics. Personal information about unsuccessful candidates will be held for 12 months before being destroyed or deleted.

TOPPAN Nexus does not sell your personal information for consideration.

### **Data Security**

We will take every sensible precaution to protect the information we collect from you including physical, technical and organizational procedures to safeguard and secure the information from loss, misuse, unauthorized access, or disclosure. Access to this information is protected both online and offline.

### **Anonymous data collected through this Web site**

In addition to the information we collect as described above, we use technology to collect anonymous information about the use of our Web site. For example, our Web server automatically logs which pages of our Web site our visitors view, their IP addresses and which Web browsers

our visitors use. This technology does not identify you personally; it enables us to compile statistics about our visitors and their use of our Web site. Our Web site contains hyperlinks to other pages on our Web site. We may use technology to track how often these links are used and which pages on our Web site our visitors choose to view.

## **Cookies**

In order to collect the anonymous data described herein, we may use temporary “cookies” that remain in the cookies file of your browser until the browser is closed. Cookies by themselves cannot be used to discover the identity of the user. A cookie is a small piece of information which is sent to your browser and stored on your computer’s hard drive. Cookies do not damage your computer. You can set your browser to notify you when you receive a cookie to enable you to decide if you want to accept it or not.

## **Data access and corrections**

Upon receipt of your written request and by providing enough information to permit us to identify your contact data, we will disclose to you the personal data we acquired and hold about you, for which we may make a small charge.

Upon request, we will correct, amend, or delete any personal data that is inaccurate and notify any third-party recipients of the necessary changes. You may update any information you have given to us by contacting us at [toppanprivacy@toppannexus.com](mailto:toppanprivacy@toppannexus.com) or for employees, you may update your information with HR Department. Requests to delete personal data are subject to any applicable contractual, legal and ethical reporting or document retention obligations imposed on us.

## **Links to other Web sites**

This Web site may contain hyperlinks to Web sites that are not operated by us. These hyperlinks are provided for your reference and convenience only and do not imply any endorsement of the activities of these third-party Web sites or any association with their operators. We

do not control these Web sites and are not responsible for their operation, data or privacy practices. We urge you to review any privacy notice posted on any site you visit before using the site or providing any personal data about yourself.

### **Server Location**

TOPPAN Nexus has data servers located in the APAC region. If you are visiting this Web site from a country other than the country in which our servers are located, the various communications may result in the transfer of information across international boundaries. If you are accessing a Service Tool, the content data will be stored in accordance with the terms and conditions outlined in an agreement. However, your access information (e.g., user id and password), may be stored in the server located in Hong Kong SAR or the APAC region. Any personal data will be protected in accordance with this Privacy Notice. By visiting this Web site and communicating electronically with us, you consent to the processing and transfer of your data as set out in this Privacy Notice.