



## PRIVACY POLICY DIRECTORS, OFFICERS AND EMPLOYEES

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### Introduction

At Fortis Inc. ("**Fortis**"), we are committed to respecting the privacy of your personal information. This Privacy Policy (the "**Policy**") describes some of the personal information that we may collect from or about you, how we use it and to whom it may be disclosed.

This Privacy Policy applies to anyone who seeks to be, is or was (i) employed by Fortis, or (ii) a member of the Fortis board of directors (each referred to as an "**Employee**").

This Policy does not create or confer upon any individual any rights, or impose upon Fortis any obligations outside of, or in addition to, any rights or obligations created by applicable federal and provincial privacy laws in Canada (the "**privacy laws**"). It is the policy of Fortis to comply with these laws. If there is any inconsistency between this Policy and the privacy laws, this Policy shall be interpreted to give effect to, and comply with, those privacy laws.

### What Personal Information Do We Collect?

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual ("**Personal Information**"). We may collect Personal Information from you, including your name, home address, telephone numbers, e-mail address, date of birth, employee identification number and marital status, and any other information that is voluntarily disclosed by you. We may also collect Personal Information about you contained in:

- resumes and/or applications;
- references and interview notes;
- photographs;
- offer letters and employment contracts;
- payroll information forms, including social insurance number, pay cheque deposit information, and wage and benefit information;
- forms relating to employee health and welfare benefits, including short- and long-term disability benefits, life insurance, optional life insurance, accidental death and dismemberment insurance and medical and dental care; and
- beneficiary and emergency contact information.

Generally, Fortis prefers to collect Personal Information directly from you. However, we may use the services of third parties in our business and may receive Personal Information

from them. Where your Personal Information is held by a third party, we will generally advise you and, where appropriate, obtain your permission before we seek the information.

### ***Work Product and Monitoring***

Fortis employee work product, regardless of format, belongs to Fortis. Such work product and the tools used to create it are monitored by Fortis. Employees should not have any expectation of privacy with respect to information contained in such work product.

We may also monitor Employee activities (including phone calls, smart phone usage, internet usage and e-mail). This is not meant to suggest that Employees will in fact be monitored or their actions subject to surveillance. It is meant to bring to your attention that such monitoring *may* occur and *may* result in the collection of Personal Information about you. When using Fortis equipment or resources, Employees should not have any expectation of privacy with respect to their use of such equipment or resources.

### **How Do We Use and Disclose Your Personal Information?**

The Personal Information we collect is used and disclosed for the following purposes:

- determining eligibility for initial employment or board membership including the verification of reference and qualifications;
- administering pay and benefits;
- processing officer and employee work-related claims (e.g. workers' compensation, insurance claims, fitness reimbursement, etc.);
- establishing training and/or development requirements;
- considering promotions or changes in jobs;
- conducting performance reviews and determining performance requirements;
- assessing qualifications for a particular job or task;
- establishing a contact point in the event of an emergency (such as next of kin);
- compiling directories and telephone lists;
- protecting the rights and property of Fortis, including the security of company-held information;
- protecting the safety of a person or group of persons or to deal with emergency situations;
- any use or disclosure that is permitted or required by law or regulatory requirements, including without limitation, compliance with (i) securities laws, stock exchange rules and continuous disclosure obligations, (ii) applicable labour or employment statutes, and (iii) valid legal processes such as search warrants, subpoenas or court orders;
- any other similar or related purposes that are reasonably necessary for the proper management of Fortis business, including to establish, manage or terminate your employment or board relationship with Fortis; and
- any additional purposes that we advise you of and, where your consent is required by law, in respect of which we have obtained your consent.

We may share your Personal Information with subsidiaries, affiliates, employees, consultants and other parties who need it to assist us in establishing, managing or terminating our relationship with you, including third parties that provide services to us or on our behalf and third parties that assist us in the provision of services to you (e.g. payroll and benefits processing). We will use reasonable commercial efforts, including, where appropriate, contractual obligations, to ensure that such parties do not use Employee Personal Information for other purposes and that it is kept secure.

Your Personal Information may also be used, disclosed or transferred to another party in connection with a change in ownership of, or the grant of a security interest in, all or a part of Fortis (or a Fortis subsidiary) through, for example, an asset or share sale, or other form of business combination, merger or joint venture, or a financing transaction, provided that such party is bound by appropriate confidentiality agreements or obligations and is required to handle your personal information consistent with the provisions of this Policy.

We may transfer your Personal Information across provincial or national borders to fulfil any of the above purposes, which may result in that information becoming accessible to law enforcement and national security authorities of those jurisdictions.

### **Consent**

To the extent your consent is required by law, we will assume, unless you advise us otherwise, that you have consented to Fortis collecting, using and disclosing your Personal Information in the way and for the purposes stated above (including any other purposes stated or reasonably implied at the time such Personal Information was provided to us).

You may withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. All communications regarding such withdrawal or variation of consent should be in writing and addressed to our Privacy Officer, whose contact information is provided below.

### **Limits on Collection, Use, Disclosure and Retention**

Unless otherwise consented to by you or required by law, we will limit the collection, use and disclosure of your Personal Information as reasonably necessary for the purposes set out in this Policy.

Your Personal Information will be stored, retained and/or destroyed as required by law. Fortis will destroy, erase or make anonymous collected Personal Information once it is reasonable to conclude that retention is no longer needed for the purposes set out above.

### **Accuracy**

Fortis will make all reasonable effort to ensure that collected Personal Information is accurate, complete and up to date as necessary for the purposes for which it is used. We

rely on you to ensure that certain information, such as your address or telephone number, is accurate, complete and up to date.

If your Personal Information on file at Fortis is inaccurate or incomplete, or if it changes, please advise the responsible individual within Fortis. In such cases we may change or append a supplement to your Personal Information.

### **Safeguards and Data Breach Notification**

Fortis seeks to maintain, either directly or through affiliates or third parties, physical, technical and procedural safeguards that are appropriate to the sensitivity of the Personal Information in question. Such safeguards are designed to protect Personal Information from loss and unauthorized access, disclosure, copying, use or modification.

The security of your Personal Information is important to us. Employees must advise our Privacy Officer immediately of any incident involving the loss of, or unauthorized access to or disclosure of, Personal Information in our custody or control.

Fortis will comply with applicable laws in the event of a data breach or breach of security safeguards. This includes reporting (in the prescribed form) any such breach to the Office of the Privacy Commissioner of Canada and notifying any affected individuals where it is reasonable to believe that the breach creates a real risk of significant harm to any such individuals.

Fortis will maintain detailed records of every breach of its security safeguards for a minimum of 24 months after the determination that a breach has occurred.

### **Accessing Your Personal Information**

You can review and verify the existence, use and disclosure of Personal Information we hold relating to you by contacting our Privacy Officer in writing. Following receipt of the written request, we will make the information available within 30 days or provide written notice where additional time is required to fulfil the request.

When requesting access to your Personal Information, that we may seek information from you to enable us to confirm your identity and right to access, and to search for and provide you with the Personal Information you have requested. If you need assistance in preparing your request, please contact our Privacy Officer.

Your right to access Personal Information that we hold relating to you is not absolute. There are circumstances where the law allows or requires us to refuse to provide Personal Information we hold relating to you. Also, the requested Personal Information may have been destroyed, erased or made anonymous under our record retention obligations and practices.

If we cannot provide you with access to your Personal Information, we will endeavour to inform you of the reasons, subject to any legal restrictions.

### **Inquiries or Concerns?**

We have designated a Privacy Officer who is accountable for our compliance with privacy laws and this Policy. The Privacy Officer's contact information is as follows:

Privacy Officer  
Fortis Inc.  
5 Springdale Street, 11<sup>th</sup> Floor  
P.O. Box 8837  
St. John's, NL  
A1B 3T2

Phone: 709.737.5338  
Fax: 709.737.5307  
E-mail: [privacyofficer@fortisinc.com](mailto:privacyofficer@fortisinc.com)

If you have questions, concerns, requests or complaints about how we manage your Personal Information, please contact our Privacy Officer. We will endeavour to answer your questions and advise you of any steps taken to address the issues you have raised. If you are dissatisfied with our response, you may be entitled to make a written submission to the Privacy Commissioner in your jurisdiction.

### **Policy Review**

This Policy shall be reviewed periodically.

From time to time, we may make changes to this Policy to reflect changes in legal obligations or in how we deal with Personal Information.