



## PRIVACY POLICY FOR PERSONAL INFORMATION OF BUSINESS PARTNERS, VENDORS, AND CUSTOMERS

### INTRODUCTION

Targa Resources Corp., including its affiliates and subsidiaries (collectively “Targa”), maintains a strict policy to safeguard the privacy and confidentiality of certain data pertaining to its business partners, vendors, and customers. This policy states Targa’s standards for how each Individual<sup>1</sup> should collect, use, maintain, store, disclose, protect, and discard Personal Information<sup>2</sup> about Targa’s business partners, vendors, and customers that such Individual acquires in the course and scope of Targa’s operations.

### PERSONAL INFORMATION OF BUSINESS PARTNERS, VENDORS, AND CUSTOMERS

#### A. SOURCES OF PERSONAL INFORMATION COLLECTED BY TARGA

Targa collects different types of Personal Information about its business partners, vendors, and customers. Such Personal Information can be contained in such formats including, but not limited to:

- proposals and bids;
- contracts and agreements (including Master Services Agreements);
- purchase orders;
- invoices;
- payments; and/or
- tax forms.

As a general rule, Targa will collect Personal Information directly from the business partner, vendor, or customer. In circumstances where the Personal Information that Targa obtains is held by a third party, Targa will take reasonable efforts to acquire the business partner’s, vendor’s, or customer’s consent before it seeks this information from such sources (such permission may be provided directly by the business partner, vendor, or customer or reasonably implied from the business partner’s, vendor’s, or customer’s actions).

#### B. USES OF PERSONAL INFORMATION COLLECTED BY TARGA

Personal Information collected by Targa is to be used, maintained, and disclosed for Targa’s business purposes only. Other acceptable uses of Personal Information include, but are not limited to:

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<sup>1</sup>The term “Individual” in this policy refers to any person who is an employee of Targa, any part-time or full-time worker engaged by Targa, any agent authorized by Targa to act on the behalf of Targa, any third party or independent contractor retained by Targa for services, and/or any volunteer providing services on behalf of Targa.

<sup>2</sup>The term “Personal Information” in this policy refers to any information, including any “Confidential Information” (as defined in Targa’s Confidentiality Policy), that can be used on its own or with other information to identify, contact, or locate a person which may have been provided to and then documented in an oral, electronic, or written form by Targa. Examples of Personal Information include, but are not limited to, a full name; social security number; taxpayer or other governmental identification number; bank routing and account numbers; street address; e-mail address; and telephone numbers (including mobile, business, or personal telephone numbers). Personal Information may also include any other information necessary for Targa’s business purposes which could be voluntarily disclosed by an Individual.

- to fulfill the business needs of Targa;
- to fulfill the business needs of a business partner, vendor, or customer;
- to ensure the security of Targa's Confidential Information (as defined in Targa's Confidentiality Policy);
- to comply with legal processes such as search warrants, subpoenas, or court orders;
- as part of Targa's regular reporting activities to other affiliates of Targa;
- to protect the rights and property of Targa;
- during emergency situations or when necessary for safety purposes;
- for the purposes described in this policy;
- for such purposes of which Targa advises the business partner, vendor, or customer; and/or
- as permitted or required by applicable law or regulatory requirements.

Targa may disclose Personal Information to third parties who require such information to assist Targa in conducting its business. Should Targa disclose Personal Information of a business partner, vendor, or customer, it will take reasonable steps to require that the third party use, maintain, and discard such Personal Information in a manner consistent with this policy.

### **PROTECTION OF PERSONAL INFORMATION**

Targa endeavors to maintain physical, technical, and procedural safeguards that are appropriate to the sensitivity of the Personal Information in question. These safeguards are designed to prevent Personal Information from loss and unauthorized access, copying, use, modification, and/or disclosure.

Except as otherwise permitted or required by applicable law or regulations, Targa endeavors to retain Personal Information only for as long as Targa believes is necessary to fulfill the purposes for which the Personal Information was collected (including for the purpose of meeting any legal, accounting, or other reporting requirements or obligations). Targa may, instead of destroying or deleting Personal Information, make it anonymous such that it cannot be associated with the Individual.

Personal Information may be disclosed or transferred to another party in the event of a change in ownership of, or a grant of a security interest in, all or a part of Targa through, for example, an asset or stock sale, or some other form of business combination, merger, or joint venture, provided that such party is bound by appropriate agreements or obligations and is required to use or disclose Personal Information in a manner consistent with the use and disclosure provisions of this policy, unless the Individual consents otherwise.

### **DESTRUCTION OR SHREDDING OF PERSONAL INFORMATION**

It is the policy of Targa to ensure that all documents are disposed of in a manner that prevents the disclosure of Personal Information.

Personal Information is to be shredded or destroyed and shall not be discarded in trash bins, recycling containers, or other publicly accessible locations. If an Individual does not have shredding capability, then such Individual shall use the locked receptacles designated for shredding documents. These receptacles are located throughout Targa. An Individual is responsible for physically taking all Personal Information to be properly discarded to the locked receptacles, if not shredded. An Individual is also responsible for ensuring that Personal Information is not left unattended at such Individual's office, desk, or work station, or at any copier or conference room used by such Individual. The strict adherence to these procedures will ensure the proper protection and disposal of documents containing Personal Information.

An Individual should not alter, cover up, falsify, discard, or destroy any original document containing Personal Information. Any modification to an item considered Personal Information shall only be done by an Individual authorized to make such modification.

#### **VIOLATIONS AND PENALTIES**

Any violation of this policy must be immediately reported to Targa's Human Resources Department and any failure to report any such violation can result in disciplinary action, up to and including termination of employment or affiliation with Targa. Furthermore, any violation of this policy or any of its rules, guidelines, or tenets may result in disciplinary action, up to and including termination of employment or affiliation with Targa and possible civil and criminal prosecution under federal, state, and local laws, rules, and regulations.

#### **COMPLIANCE WITH ALL APPLICABLE LAWS**

Targa will implement and enforce this policy in a manner that complies with all applicable federal, state, and local laws, rules, and regulations.

#### **INTERPRETATION OF POLICY**

Please contact Targa's Human Resources Department for interpretations or assistance with this policy. If there are inconsistencies between any plan documents and this policy, the plan documents will control.

#### **AT-WILL EMPLOYMENT**

All Targa employees are employees-at-will and either Targa or the employee can terminate the employment relationship at any time, with or without notice, and without cause. Targa reserves the right to change or deviate from its published policy, practice, and procedure at any time without prior notice as circumstances or business needs dictate. This policy, practice, and/or procedure is a guideline only and does not create a legally binding document.

#### **EXCEPTIONS**

Any exceptions to this policy require prior written approval from an Executive Officer of Targa.