

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 Individuals¹ it retains in an employment, working relationship, or other similar engagement. This policy states Targa’s standards for how each Individual should collect, use, maintain, store, disclose, protect, and discard Personal Information² Targa acquires in the course and scope of Targa’s operations.

COLLECTION AND USAGE OF PERSONAL INFORMATION**A. SOURCES OF PERSONAL INFORMATION COLLECTED BY TARGA**

Targa collects different types of Personal Information of those Individuals who seek to be, are, or were employed, in a working relationship, or otherwise similarly engaged by Targa. Such Personal Information can be contained in such formats including, but not limited to:

- resumes and/or applications;
- references and interview notes;
- photographs and video;
- letters of offer and acceptance of employment;
- mandatory policy acknowledgement sign-off sheets;
- payroll information;
- wage and benefit information;
- forms relating to the application for, or in respect of changes to, employee health and welfare benefits (e.g., short-term disability, long-term disability, medical care, and dental care); and/or
- beneficiary and emergency contact information.

As a general rule, Targa will collect Personal Information directly from the Individual. In circumstances where the Personal Information that Targa obtains about the Individual is held by a third party, Targa will take reasonable efforts to acquire the Individual’s consent before it seeks out this information from such sources (such permission may be provided directly by the Individual or reasonably implied from the Individual’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, including establishing, administrating, or terminating the Individual’s employment, working relationship, or other similar engagement with Targa. Other acceptable uses of Personal Information include, but are not limited to:

¹ 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.

² 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.

- evaluating applications for employment;
- determining eligibility for initial employment, including the verification of references and qualifications;
- administering pay;
- processing an Individual's work-related claims (e.g., workers' compensation, insurance claims, payroll, etc.);
- establishing training and/or development requirements;
- conducting performance reviews and determining performance requirements;
- assessing qualifications for a particular job or task;
- gathering evidence for disciplinary action or termination;
- establishing a contact point in the event of an emergency (such as next of kin);
- complying with applicable labor and/or employment statutes;
- ensuring the security of Confidential Information (as defined in Targa's Confidentiality Policy);
- to comply with legal processes (e.g., search warrants, subpoenas, garnishments, child support enforcement and payments, 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 where necessary for safety purposes;
- for the purposes described in this policy;
- for such purposes as Targa may deem necessary and of which it advises Individuals; and/or
- as permitted or required by applicable law or regulatory requirements.

Targa may disclose Personal Information with its employees, business partners, vendors, customers, and other third parties who require such information to assist Targa with establishing, administering, or terminating its employment, working, or other similar relationship with an Individual. Should Targa disclose Personal Information with such third parties, 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.

C. UPDATING PERSONAL INFORMATION

An Individual is responsible for maintaining current and accurate Personal Information with Targa. If an Individual's Personal Information does change during the course of such Individual's employment, working relationship, or other similar engagement with Targa, the Individual must inform Targa's Human Resources Department and update the Personal Information.

D. NOTIFICATION AND CONSENT OF COLLECTION, USE, OR DISCLOSURE OF PERSONAL INFORMATION

Privacy laws do not generally require Targa to obtain an Individual's consent for collecting, using, or disclosing Personal Information for the purposes of establishing, administering, or terminating an Individual's employment, working, or other similar relationship. To the extent that an Individual's consent is required, Targa will assume, unless the Individual previously advised Targa otherwise, that the Individual has consented to Targa collecting, using, maintaining, and/or disclosing such Individual's Personal Information for the purposes stated above (including any other purposes stated or reasonably implied at the time such Personal Information was provided to Targa). In addition, Targa may collect, use, or disclose an Individual's Personal Information without such Individual's knowledge or consent where Targa is permitted or required by applicable law or regulations.

E. ACCESS TO PERSONAL INFORMATION

An Individual may request to see such Individual's Personal Information that Targa maintains. If the Individual wants to review, verify, or correct such Individual's Personal Information, such Individual is to contact Targa's Human Resources

Department in writing. There are instances where applicable law or regulatory requirements allow or require Targa to deny access to some or all of the Personal Information that Targa maintains about the Individual. In addition, an Individual's Personal Information may have been destroyed, erased, or made anonymous in accordance with Targa's record retention obligations and practices.

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.