



Privacy Policy

Date: January 29, 2024

Key Definitions

“**Collection**” means the act of gathering, acquiring, recording or obtaining Personal Information from any source, including Third Parties, by any means.

“**Consent**” means voluntary agreement with the collection, use and disclosure of Personal Information for defined purposes. Consent can be either express or implied and can be provided directly by the Individual or by an authorized representative. Express consent can be given orally, electronically or in writing but is always unequivocal and does not require any inference on the part of Emera. Implied consent is consent that can reasonably be inferred from an Individual's action or inaction.

“**Disclosure**” means making Personal Information available to a Third Party.

“**Employee**” means a current employee of Emera.

“**Emera**” means Emera Inc.

“**Individual**” means a future, current or former job applicant or alert subscriber, and others to whom Emera owes an obligation under applicable privacy law.

“**Personal Information**” means information about an identifiable individual that is recorded in any form but does not include aggregated information that cannot be associated with a specific individual.

“**Third Party**” means an individual other than the Individual, or their agent or an organization other than Emera.

“**Use**” means the treatment, handling, and management of Personal Information by Emera.

Privacy Policy

The Privacy Policy complies fully with the Personal Information Protection and Electronics Document Act (“PIPEDA”). The Policy is a formal statement of principles and guidelines concerning the minimum requirements for the protection of Personal Information provided by Emera to Individuals.

Accountability

1. Emera is responsible for Personal Information under its control and shall designate one or more persons who are accountable for the company's compliance with the following principles. Other individuals within Emera may be delegated to act on behalf of the designated person(s) or to take responsibility for the day-to-day collection and processing of Personal Information.
2. Emera shall make known, upon request, the title of the person or persons designated to oversee the company's compliance with the Policy.
3. Emera is responsible for Personal Information in its possession or control, including information

that has been transferred to a Third Party. Emera shall use appropriate means to provide a level of protection while information is being processed by a Third Party.

4. Emera has policies and procedures to give effect to the Policy, including:
 - a) procedures to protect Personal Information;
 - b) procedures to receive and respond to inquiries or complaints;
 - c) staff knowledgeable about the Company's policies and practices; and
 - d) information available to the public to explain the Company's policies and practices.

Identifying Purposes for Collection of Personal Information

1. Emera shall identify the purposes for which Personal Information is collected at or before the time the information is collected.
2. Emera collects Personal Information to enable the provision of energy related products and services. Specifically, the purposes are:
 - a) to protect against error, fraud and other illegal activities;
 - b) to meet legal and regulatory requirements; and
 - c) for any other purposes to which an Individual consents.
3. Emera shall specify orally, electronically or in writing, the identified purposes to the Individual at or before the time Personal Information is collected and, if such Personal Information is to be used or disclosed for a new purpose, Emera shall record the new purpose before using or disclosing the Personal Information. Upon request, persons collecting Personal Information shall explain these identified purposes or refer the Individual to a designated person who shall explain the purposes.

Obtaining Consent for Collection, Use or Disclosure of Personal Information

1. The knowledge and consent of an Individual is required for the collection, use or disclosure of Personal Information, except where inappropriate.
2. Emera may use or disclose Personal Information without knowledge or consent in the case of an emergency where the life, health or security of an individual is threatened. Emera may also disclose Personal Information without knowledge or consent to a lawyer representing Emera, to collect debts, to comply with a subpoena, warrant or other court order, or as may be otherwise required or authorized by law.
3. In obtaining consent, Emera shall use reasonable efforts to ensure that an Individual is advised of the identified purposes for which Personal Information will be used or disclosed.
4. Generally, Emera shall seek consent to use and disclose Personal Information at the same time it collects the information. However, Emera may seek consent to use and disclose Personal Information after it has been collected but before it is used or disclosed for a new purpose.

5. Emera will require Individuals to consent to the collection, use or disclosure of Personal Information as a condition of the supply of a product or service only if such collection, use or disclosure is required to fulfill the identified purposes.
6. In determining the appropriate form of consent, Emera shall take into account the sensitivity of the Personal Information.
7. An Individual may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. Individuals may contact Emera for more information regarding the implications of withdrawing consent.

Limiting Collection of Personal Information

1. Emera shall limit the collection of Personal Information to that which is necessary to provide services or to establish a business relationship.
2. AST Trust Company (Canada), Emera's current registrar, also collects and processes Personal Information to enable it to manage shareholdings on Emera's behalf. Please see AST Trust Company (Canada)'s separate privacy policy for details of how it collects and uses Personal Information.
3. Emera may also collect personal information from other sources including credit bureaus, employers or personal references, or other third parties that represent that they have the right to disclose the information.

Limiting Use, Disclosure and Retention of Personal Information

1. Emera shall not use or disclose Personal Information for purposes other than those for which it was collected, except with the consent of the Individual or as required by law.
2. In certain circumstances Personal Information can be collected, used or disclosed without the knowledge and consent of the Individual.
3. Emera does not sell Personal Information. Emera may, however, disclose Personal Information to certain Third Parties:
 - a) who require access to perform services for Emera;
 - b) for internal security matters;
 - c) a public authority or agent of a public authority, if in the reasonable judgment of Emera, it appears that there is imminent danger to life or property which could be avoided or minimized by disclosure of the information;
 - d) to comply with legal or regulatory requirements,as permitted by applicable laws or with the Individual's consent (if so required by applicable laws).
4. Only Emera's Employees who require access for business reasons, or whose duties reasonably so require, are granted access to Personal Information.

5. Emera shall keep Personal Information only as long as it remains necessary or relevant for the identified purposes or as required by law. Depending on the circumstances, where Personal Information has been used to make a decision about an Individual, Emera shall retain, for a period of time that is reasonably sufficient to allow for access by the Individual, either the actual information or the rationale for making the decision.
6. Emera shall maintain reasonable controls and practices for the retention and destruction of Personal Information that is no longer necessary or relevant for the identified purposes or required by law to be retained. Such information shall be destroyed, erased or made anonymous.

Accuracy of Personal Information

Personal Information shall be as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used.

Security Safeguards

1. Emera shall protect Personal Information by security safeguards appropriate to the sensitivity of the information.
2. Emera shall use reasonable efforts to protect Personal Information against such risks as loss or theft, unauthorized access, disclosure, use or modification, through appropriate security measures. Emera shall protect the information regardless of the format in which it is held.
3. Emera shall protect Personal Information disclosed to Third Parties by contractual agreements, when required.
4. Emera Employees with access to Personal Information shall respect and maintain the confidentiality of the information.

Openness Concerning Policies and Practices

1. Emera shall make readily available to Individuals specific information about its policies and practices relating to the management of Personal Information.
2. Emera shall make information about its policies and practices easy to understand, including:
 - a) the title and address of the person or persons accountable for the Company's compliance with the Policy and to whom inquiries or complaints can be forwarded;
 - b) the means of gaining access to Personal Information held by the Company; and
 - c) a description of the type of Personal Information held by the Company, including a general account of its use.

Access to Personal Information

1. Emera shall inform an Individual of the existence, use and disclosure of their Personal

Information upon request and shall give the Individual access to that information.

2. An Individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.
3. Upon request, Emera shall allow an Individual access to their information. Personal Information shall be provided in understandable form within a reasonable time.
4. Emera is committed to adhering to this Policy and shall investigate all complaints concerning compliance with the Policy. If a complaint is found to be justified, the company shall take appropriate measures to resolve the complaint including, if necessary, amending its policies and procedures. A complainant shall be informed of the outcome of the investigation.

Changes to our Policies

1. Emera reserves the right to change this Policy without notice. When this occurs, changes to this Policy will be posted to this site accordingly.
2. This Policy, and the policies outlined herein, are not intended to and do not create any contractual or legal rights on behalf of any party.

Appendix A

REQUEST FORM FOR ACCESS TO PERSONAL INFORMATION

1. Identification Information:

Given Name(s)*	
Last Name*	
Mailing Address*	
Phone*	
Email Address	

*Required fields

2. Description of Personal Information Sought:

3. Release [or Withdraw of] my Personal Information to:

I am requesting access to my personal information

OR

I authorize the release of my personal information to the following person:

Name*	
Mailing Address*	

Email Address	
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*** Required fields**

[OR

I am requesting the withdraw of my personal information]

4. Method of Communication:

I consent to receiving a response to this request by email to the email address indicated in section 1 (or to the individual and email address identified in section 3) and recognize that email is an unsecured means of communication.

OR

I would like a response to this request sent to me by mail to the mailing address indicated in section 1 (or to the individual and address identified in section 3).

5. Signature:

By signing this form, you certify that the information you provided on this form, to the best of your knowledge, is true and complete:

Signature	
Date	

6. Sending your Access Request to Emera:

Please mail this Access Request to the Privacy Officer, Emera Incorporated, 5151 Terminal Road, Halifax, NS, B3J 1A1 or email this Access Request to PrivacyOfficer@emera.com.

7. Applicable Conditions:

- Access Requests will be processed in accordance with Emera's Privacy Policy – see <https://www.emera.com/privacy-statement>.
- Access to personal information will be granted within 30 days, subject to extensions in accordance with the Emera Privacy Policy.

- If costs are associated with processing the request, you will be notified of the approximate costs prior to Emera processing the request.

8. Additional Information:

You may contact Emera's Privacy Officer at PrivacyOfficer@emera.com or by mail at 5151 Terminal Road, Halifax, NS, B3J 1A1 for additional information. Additionally, under the *Personal Information Protection and Electronic Documents Act* you may contact the Office of the Privacy Commissioner of Canada at 1-800-282-1376.