

Standard Consent Form

Capital Power Corporation [CPC] will collect Personal Information necessary to maintain the employment relationship.

CPC will collect Personal Information necessary to maintain the employment relationship with employees, including for the following purposes:

- To provide Benefits Coverage for Employees, in order to meet CPC's statutory obligations with regards to Health Care Plans, and to enable our employees and their dependents to survive economic adversity resulting from illness, disability, retirement or death. To this end, CPC requires information on dependants, benefit choices, beneficiary information, etc.
- To administer the Pension Plans provided by the company through third parties, which requires electronic fund transfer information, beneficiary information, etc.
- To administer the CPC Savings Plan, which requires electronic fund transfer information, beneficiary information, investment direction information, etc.
- To provide information for the Workers' Compensation Board (WCB), relating to Employee incidents with potential WCB implications – documentation, compensation, treatment, return to work plans.
- To document accidents/incidents involving CPC assets – to provide ability for detailed root cause analysis, and detailed documentation in case of further legal actions.
- To assess the Employee's ability to perform his/her duties, in order to determine the suitability of an Employee for a particular job function, and to provide modified work if required.
- To manage any Employee Disability/Wellness Issues, in order to aid the Employee in addressing absenteeism issues, gaining assistance with medical problems, and establishing a proactive rehabilitation process.
- To manage the Employee Disciplinary Process, including documentation related to: the investigation of an incident/complaint, details of the infraction, circumstances considered to mitigate/aggravate the disciplinary action, the disciplinary action applied, other corrective action taken, and the consequences of future occurrences. In the course of an investigation, information may be collected through a variety of methods including, but not limited to, the monitoring of employee computer use, telecommunications use and records, P-card use, and security card access activity.
- To administer an Employee's Career Development (includes Training), documenting requests for course approval, course registration, and updates to the Employee training history record.
- To manage an Employee's Performance, setting Employee goals, reviewing Employee performance, strengths, actions for improvement, responsibilities, peer evaluations, etc.
- To establish, manage, or end a working relationship, including the collection of resumes, employee identity verification, criminal record background check, emergency contact information, leave of absence, transfer, termination, etc.
- Where applicable, to administer the collective agreement, by providing to the certified bargaining agents any legally required information relating to employee representation, dispute resolution, or collective bargaining.
- To manage Employee Compensation, in order to fully meet CPC's statutory obligations with regards to Income Tax/Health Care documentation and to incorporate the Employee into the company's Payroll system, which includes electronic transfer of funds. Information is required to provide subsidies for various items such as work-boots, etc.
- To manage and develop our Business and Operations.
- To meet Legal and Regulatory requirements.