

Social Media Confidentiality Policy Sample

1. Purpose

This Social Media Confidentiality Policy establishes guidelines for employees and representatives who use social media in relation to company information, clients, or business matters, in order to protect confidential and proprietary data.

2. Scope

This policy applies to all employees, contractors, interns, and affiliates who use social media personally or professionally and who may have access to confidential company information.

3. Policy Statement

- Do not share, post, or disclose confidential, sensitive, or proprietary information related to the company, clients, or business partners on any social media platform.
- Refrain from posting internal documents, financial information, unpublished data, trade secrets, or private communications.
- Protect personal data of colleagues, clients, and business partners in accordance with applicable privacy laws and company policy.
- If you are unsure whether certain information is confidential, consult your supervisor or the HR department before sharing it online.
- Respect intellectual property and copyright laws when sharing content related to the company.

4. Breach of Policy

Violation of this policy may result in disciplinary action, including termination of employment, and legal action as deemed appropriate by the company.

5. Questions & Further Guidance

For questions or clarifications regarding this policy, please contact Human Resources.