# [Organization Name] Personal Account Security Policy Agreement

Scope: Policy and Employee agreement to secure personal social media accounts

As employees of [Organization Name], it is imperative we follow and uphold the highest security standards for our customers and ourselves. The following outlines the standards we expect from employees.

## Business and End User Systems

To the maximum allowable extent, [Organization Name] security settings will be set to ensure Two-Factor Authentication (2FA) or multi-factor authentication (MFA) on all Software products to be utilized in the execution of [Organization Name] business.

## Personal Social Media Accounts

[Organization Name] is unable to manage access controls to personal social media accounts. However, due to the high standards and cybersecurity due diligence we require from all [Organization Name] personnel, we are asking all employees to verify that their accounts have 2FA/MFA applied.

Personal social media accounts shall not be used for posting [Organization Name} business or publications. All business publications shall go through authorized personnel and accounts only.

## Passwords

Upon joining [Organization Name], we ask that employees change their social media passwords. We also recommend that individuals use a password manager to ensure the employee’s passwords across all systems are unique and provide less risk for compromise.

## Employee Acknowledgement

Employee Acknowledges 2FA/MFA has been installed on the following personal applications. Please check appropriate box:

Account Password Changed 2FA/MFA Enabled N/A

Facebook 

Instagram 

Twitter 

LinkedIn 

Pinterest 

Personal Email 

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 

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Signature Date

Signing this document confirms that the employee understands and is and will continue to comply with the above policies.