**Publicly Posted Information**

All [Organization Name] publicly posted information of any form shall be reviewed for any FCI/CUI by an authorized poster before being released. The personnel authorized for posting publicly accessible information shall be listed in the “Authorized Public Posting Personnel” form.

A log of all publicly posted information shall be logged in the “Publicly Posted Content” form. An annual audit of all publicly posted content shall be completed for all publicly accessible platforms that [Organization Name] utilizes.

If any [Organization Name] personnel discover that any FCI/CUI is publicly posted, they must notify an authorized poster who will take down the unauthorized information and follow all contractual reporting obligations.

**Social Media Use**

All [Organization Name] employees shall adhere to the “Personal Social Media Security Policy” to include the posting guidance.