
 Organization Name

Social Media Disclaimer Checklist

Once you've established a policy and procedures for managing your ministry's social media risks, it's important to communicate how they will affect the people using your ministry's social media page(s). This will typically come in the form of a legal disclaimer. Here are some questions to ask while creating your ministry's social media disclaimer.

	Yes	Needs Attention
1. Does your disclaimer inform visitors that you reserve the right to delete any post for any reason?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your disclaimer inform visitors that you may block anyone who posts sensitive or inappropriate content, advertisements, or spam?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your disclaimer encourage visitors to refrain from posting their phone numbers, email addresses, home addresses, or other personal information to your social media page?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your disclaimer let visitors know that by posting on your social media page they consent to letting you feature their posted information elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your disclaimer state that the ministry assumes no liability for any damages suffered by anyone accessing the ministry's social media site or any other Internet site to which the social media page links?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your disclaimer let visitors know that your page is not monitored 24 hours a day and give them a way to contact your ministry in case of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
7. Did an attorney licensed in your state review and approve your social media disclaimer before you posted it to your page?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is your social media disclaimer also posted to your ministry's primary website?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this checklist should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this checklist.