

# THERESA CASANARES

## *Agency*



### **Social Media and Public Information Policy Statement**

At the **Theresa Casanares Agency**, we take pride in assisting business owners with their social media and public information to effectively advertise and market to their customers. However, it's essential to understand our role and responsibilities in this process:

1. Assistance and Guidance: We provide guidance and support to business owners in managing their social media presence and public information. Our goal is to help them make the most of these platforms to promote their products or services.
2. Content Approval: All content posted on social media or made public in any way is the sole responsibility of the business owner. We do not create or post content on behalf of our clients. We ensure that all content complies with the guidelines of the platform where it is being placed.
3. Express Permission: Any content or information offered to the public is done with the express permission of the business owner and their assigned contact persons. We respect and follow the decisions and directions of our clients in this regard.

This policy statement should effectively communicate your agency's role and responsibilities when assisting business owners with their social media and public information.

#### **Website**

<https://www.sbbopro.com/theresacasanaresagency.html>

#### **Phone**

1 (832)373-6693

#### **Email**

theresajcasanares@gmail.com

**Regards,**

*Theresa Casanares*

**Theresa Casanares**

Owner

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### Social Media and Public Information Policy Statement

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4. Non-Responsibility for Content: The **Theresa Casanares Agency** is not responsible for the content posted by the business owner or their authorized personnel. We do not endorse or take responsibility for the accuracy, legality, or appropriateness of such content.

5. Assistance and Guidance Only: Our primary role is to assist and guide our clients in leveraging digital marketing tools effectively. We provide expertise and recommendations, but the final decisions regarding content and public information rest with the business owner.

By working with us, business owners acknowledge and understand these policies, and they agree to take full responsibility for the content they publish. We are committed to providing valuable support and expertise to help businesses thrive in the digital landscape while adhering to the highest standards of ethics and compliance.

If you have any questions or require further clarification regarding our policies and practices, please don't hesitate to contact us.

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