



## FACT SHEET

### WHO WE ARE

The ePolicy Institute is the world's first—and foremost—electronic policy training and consulting firm. Since 1998, we have been helping employers maximize compliance and minimize risks—including litigation and regulatory investigations—through effective policy and employee training programs.

### WHAT WE OFFER

The ePolicy Institute provides onsite and online training, keynote speaking, policy writing & consulting, and expert witness services to clients worldwide. Regardless of industry, profession, or regulatory status, The ePolicy Institute is the number-one choice of employers, meeting planners, and business audiences worldwide.

### PARENT COMPANY

The ePolicy Institute is a division of Nancy Flynn Public Relations, Inc., a woman-owned small business, founded in 1988.

### CONTACT

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### FOUNDER & EXECUTIVE DIRECTOR

Nancy Flynn is internationally recognized as a leading expert on electronic policy, compliance, and communications. She is the author of *The e-Policy Handbook*, *The Social Media Handbook*, *The ePolicy Toolkit*, *Writing Effective E-Mail* and nine other books published in six languages. She serves as an expert witness for the federal government and law firms engaged in email and Internet-related litigation.

A go-to media source on workplace email, social media, and Internet use, content, and compliance, Nancy Flynn has been interviewed by *The Wall Street Journal*, *Time*, *Fortune*, *The New York Times*, *USA Today*, *US News & World Report*, *Businessweek*, NPR, the BBC, ABC World News, CBS Early Show, and thousands of media outlets worldwide.

## SERVICES

**Training:** onsite seminars & online webinars

**Keynote speaking**

**Expert witness services:** expert reports, depositions, expert testimony

**Policy writing & consulting**

## PRODUCTS

### Books

*The Social Media Handbook* by Nancy Flynn

*The ePolicy Toolkit* by Nancy Flynn

*The e-Policy Handbook 2<sup>nd</sup> Edition* by Nancy Flynn

*Writing Effective E-Mail 3<sup>rd</sup> Edition* by Nancy Flynn

*E-Mail Rules* by Nancy Flynn

*Instant Messaging Rules* by Nancy Flynn

*Blog Rules* by Nancy Flynn

*E-Mail Management* by Nancy Flynn

### Whitepapers

### Surveys

### Tech Company Partnerships

### Policy Forms Kits & Templates

## CLIENTS

- ARMA Chapters
- Professional Records Managers
- Legal Professionals: Bar Associations, Law Firms, Courts, Colleges of Law, Juvenile Detention Center Directors, Law Enforcement
- Education: Universities, School Systems, School Secretaries
- Financial Services: Banks, Credit Unions, Accountants, Consultants, Brokerage Firms, Insurance Companies & Agencies
- Healthcare: Hospitals, Healthcare Systems, Manufacturers, Physicians, Nurses, Executives
- Leadership Programs
- HR Professionals
- Administrative Professionals
- IT Professionals
- Government Agencies: Federal, State, Local
- Associations: International, National, State
- Entertainment Industry
- Beverage Industry
- Airlines & Transportation
- Technology Companies
- Energy & Utility Companies
- Corporations
- Mid-Size Business
- Small Business
- Conferences & Conventions
- Every Industry & Profession Worldwide

**To schedule a media interview, contact Nancy Flynn:**

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