**1.1 I can take appropriate steps to avoid risks when working with collaborative technologies including complying with guidelines**

When using collaborative technologies, both at work and at home, I ensure to adopt risk-averse behaviour. This means not sharing my personal information with anyone on the internet, and following any relevant guidelines and policies. I have my passwords only saved on my internet browser, if at all, and think carefully before sharing something which may be shared with another third party. I also take care before using something produced by a third party if I don’t have their specific permission.

I also adopt a collaborative nature with people I am working with or speaking to, and would not type something that I’d be uncomfortable with saying. I use ergonomic hardware when using technology, such as my ergonomic mouse, and I also get up and stretch from time to time. Both of which may help to reduce the risk of associated injuries.