**1.2 I can explain what risks there may be in using collaborative technologies and how to keep them to a minimum**

I am aware that there are many risks online, both from myself and from other users.

One risk from myself is the sharing of my personal information. If a third party had this they might sell the information to people with nefarious intentions, such as pretending to be me when online. I could also be a victim of a type of fraud, the ramifications of which are extensive. To reduce the risk of this I carefully check the validity of the website or person asking me for this information. I also do not click links given to me in an email as it is very often scam. I tend to search independently for the company and go from there, which so far has been successful. If I was conscious of sharing something accidentally then I would follow the relevant procedures such as the changing of passwords, notifying affected people promptly, etc.

Another risk is my using images which are actually under copyright. To avoid this I will not share an image not taken or made by myself, unless it is clear I have permission to share it. There are a variety of websites with copyright-free content as well which also reduce this risk.

A risk in using collaborative technologies is the loss of power or the deleting of data. To reduce the risk of losing power, other than paying for bills, could be reduced by the use of an uninterruptible power supply. One should also save work being produced regularly, and to back up data or keep it in two locations. This should also help the risk of data being lost.