Through your rushed communication efforts, you may overlook the contents of your text or email and send information that isn’t rightfully yours

By doing this you may be violating the copyright of a certain media or product and the privacy of people or an organization.

**What is copyright?**

Copyright is the legal protection for authorship of recorded media such as music, art, photographs, books, or user manuals as described in our book. It prevents others from stealing the author’s work.

**Copyright**

You need to get permission or cite the source of the information to use it without the risks of copyright infringement.

However, some of the information owned by corporations won’t be available to public at all. Using this sensitive information will put you at risk for copyright infringement.

Some works may be in a public domain or may be copyright free. This means it will be free for the public to use without asking for permission from whoever created and owns the work.

**Copyright risks**

Some risks for copyright include a fee of between $200 and $150,000 for each work infringed or jail time depending on the severity of the act

**Privacy**

Releasing some information may be violating the privacy of an individual or an organization.

This sensitive information could include company trade secrets that weren’t meant to be made public or a personal picture of an individual.

Either way you need to respect the privacy of anyone by not releasing sensitive information without permission.

**Technology can fail**

You need to keep back-ups of information in case technology fails. Some suggestions are external hard drives or email.

Cases of faulty flash drives and exploding hard drives you can lose all your important information.

Paper is a reliable alternative keep your work safe.