# Unit 3. Using Collaborative Technologies

**Stay Safe and secure when using collaborative technology**

**3. 1.2 I can explain what risks there may be in using collaborative technologies and how to keep them to a minimum**

I can understand the risks of disclosing personal information and explain routines for reducing risk and avoiding danger. They should be aware that people do deliberately misleading things . Risks include misuse of personal information, misuse of images , theft of data , inappropriate language, disrespect of confidentiality, data loss. Using proper  technologies and instructions , non disclosing data , keeping information safe can keep them minimum .