



Confidentiality: A Responsibility of Legal Staff

From [Facebook privacy leaks](#) to [confidential information mined from discarded copiers](#), use of social media and technology continues to raise confidentiality concerns. [Know the risks and understand your ethical responsibilities](#). Take the time to educate staff and develop [appropriate policies](#). Discuss [metadata](#), redaction, and document destruction. And don't forget to cover the basics: what happens in the office stays in the office. [View my PowerPoint on Scribd](#)

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