What must a small business owner put in place before collecting personal data?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o. · Platformski rad preko vlastitog obrta · Privatni iznajmljivač · Platformski radnik kod poslodavca

Verified by an official source · Reviewed: 2026-11-19

Applicability: The GDPR has been in force since 25 May 2018.

Determine the purpose and the appropriate legal basis for each processing operation. Collect only the necessary data, inform individuals about the processing, limit the retention period and protect access.

Specific next steps

1. Separate the data for order fulfilment, compliance with legal obligations and marketing.
2. Edit information on rights, data subjects and data retention. Review contracts with data processors.
3. Provide a procedure for requests for access or deletion and for data breaches.

Limits of application

For sending unsolicited electronic communications, also check the specific Croatian rules alongside the GDPR. The legal basis depends on the purpose of the processing.

Sources

EUR-Lex · GDPR, particularly Articles 5, 6, 13, 28 and 32.

https://eur-lex.europa.eu/eli/reg/2016/679/oj

European Commission · Data protection for organisations

https://commission.europa.eu/law/law-topic/data-protection/information-business-and-organisations_en

AZOP · legal grounds for processing

https://azop.hr/pravni-temelji-za-obradu-osobnih-podataka-clanak6-gdpr/

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