Sharing a document with an external collaborator · What to note?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

Keep a record of users, editing permissions and access expiry dates.

Record and working document

Open the link in a separate account and check who has access.

If access has been accidentally shared publicly, close the link and assess the exposure.

Working example · Sharing a document with an external collaborator

Open the link in a separate account and check who has access.

Specific next steps

1. Open the link in a separate account and check who has access.
2. If access has been accidentally shared publicly, close the link and assess the exposure.
3. Suggest an approach limited to an authorised person and a precise duration for the task.

Limits of application

When personal data covered by the GDPR is processed.

Sources

EUR-Lex · General Data Protection Regulation (EU) 2016/679

https://eur-lex.europa.eu/legal-content/HR/TXT/?uri=CELEX%3A32016R0679

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-digital-odobreno-dijeljenje-dokazi