Sharing a document with an external collaborator · How to integrate the procedure into routine work?

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

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

Suggest an approach limited to an authorised person and a precise duration for the task.

Regular application

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

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

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. Keep a record of users, editing permissions and access expiry dates.
2. Open the link in a separate account and check who has access.
3. If access has been accidentally shared publicly, close the link and assess the exposure.

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-primjena