Sharing a document with an external collaborator · What to do when the process gets stuck?

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.

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

When a plan meets an obstacle

For delivery, select only the documents the collaborator actually needs.

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

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. For delivery, select only the documents the collaborator actually needs.
2. Keep a record of users, editing permissions and access expiry dates.
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-problem