Setting up a shared folder for business documents · What to note?

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.

Keep a list of people with access, the scope of their authority and the date of the next review.

Record and working document

By logging in as the test user, verify that they can only see the folders they are supposed to.

If a former collaborator still has access, revoke it and review any further shares.

Working example · Setting up a shared folder for business documents

By logging in as the test user, verify that they can only see the folders they are supposed to.

Specific next steps

1. By logging in as the test user, verify that they can only see the folders they are supposed to.
2. If a former collaborator still has access, revoke it and review any further shares.
3. Introduce an exit checklist and periodic authority review.

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-spremiste-ovlasti-dokazi