Setting up a shared folder for business documents · How to access it?

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.

Separate public materials, operational documents and documents with restricted access.

A starting point in practice

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

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

Working example · Setting up a shared folder for business documents

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Specific next steps

1. Keep a list of people with access, the scope of their authority and the date of the next review.
2. By logging in as the test user, verify that they can only see the folders they are supposed to.
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-odluka