Setting up a shared folder for business documents · How to integrate the procedure into routine operations?

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.

Introduce an exit checklist and periodic authority review.

Regular application

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

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-primjena