Setting up a shared folder for business documents · How to check it using an example?

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

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

Checking by example

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

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

Working example · Setting up a shared folder for business documents

Keep a list of people with access, the scope of their authorisations and the date of the next review. If a former collaborator still has access, revoke it and review any further shares.

Specific next steps

1. Separate public materials, operational documents and documents with restricted access.
2. Keep a list of people with access, the scope of their authority and the date of the next review.
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-provjera