Reducing the amount of data in a business form · What should be recorded?

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.

For each field, enter the reason and the context in which the data is used.

Record and working document

Try to carry out the task without the optional field and determine the actual difference.

If a field is inherited without a justified purpose, reconsider its collection and storage.

Working example · Reducing the amount of data in a business form

The request form for a quote also asks for date of birth. If only the contact address and job description are sufficient to prepare a quote, the entrepreneur questions the collection of dates and retention of earlier records.

Specific next steps

1. Try to carry out the task without the optional field and determine the actual difference.
2. If a field is inherited without a justified purpose, reconsider its collection and storage.
3. Update the form, notices and retention policies after any changes.

Limits of application

For the processing of personal data in accordance with the principle of data minimisation.

Sources

GDPR · Article 5(1)(c)

https://eur-lex.europa.eu/legal-content/HR/TXT/?uri=CELEX%3A32016R0679

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-gdpr-nuznost-obrazac-dokazi