# Reducing the amount of data in a business form · How to introduce 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.

**Update the form, notices and retention policies after any changes.**

## Regular application

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

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

## 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. For each field, enter the reason and the context in which the data is used.
2. Try to carry out the task without the optional field and determine the actual difference.
3. If a field is inherited without a justified purpose, reconsider its collection and storage.

## 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-primjena