FILE AND FOLDER PERMISSIONS: WHO CAN ACCESS WHAT

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

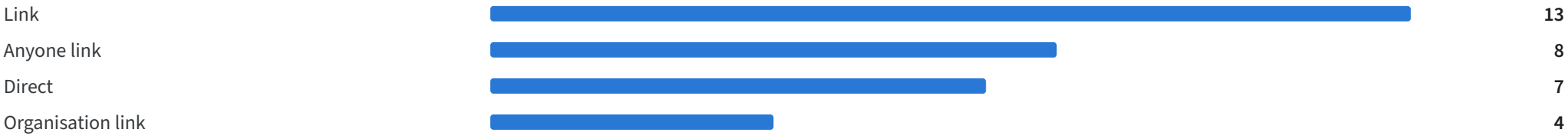
Who can open each shared file or folder, how they got access, who shared it and when links expire.

Filtered view. Who can access what: 32 of 32 rows, 1 column hidden. The headline figures cover every row.

Who can access what 32 12 to review

One row per person, group or link with access to each shared file or folder, grouped by where it lives. Direct means they were given access on the item itself; a link means they were sent one.

Ways in



Flag	Client	File or folder	Who	How	Can	Outside	Shared by	Shared on	Expires
Low	Contoso Legal LLP	Client files/Hartley & Co (folder)	j.hartley@hartleyandco.example	Direct	View	Yes	annabel.fraser@contoso.example	12 Jul 2026	Never
Low	Contoso Legal LLP	Engagement letters/Engagement 2026.pdf	accounts@hartleyandco.example	Link	View	Yes	carol.bennett@contoso.example	10 Oct 2026	11 Dec 2026
	Contoso Legal LLP	Payroll (folder)	carol.bennett@contoso.example	Direct	Edit	No	annabel.fraser@contoso.example	2 Feb 2026	Never
	Contoso Legal LLP	Payroll (folder)	erin.gallagher@contoso.example	Direct	Edit	No	annabel.fraser@contoso.example	2 Feb 2026	Never
Medium	Contoso Legal LLP	Year end/Draft accounts FY26.xlsx	partner@mason-legal.example	Link	Edit	Yes	bobby.marsh@contoso.example	23 Nov 2026	Never

Flag	Client	File or folder	Who	How	Can	Outside	Shared by	Shared on	Expires
	Contoso Legal LLP	Budget 2027.xlsx	Everyone in the organisation	Organisation link	View	No	bobby.marsh@contoso.example	9 Nov 2026	Never
	Contoso Legal LLP	Supplier contracts/Fabrikam MSA.pdf	legal@fabrikam-supplies.example	Link	View	Yes	carol.bennett@contoso.example	21 Aug 2026	24 Nov 2026
Medium	Contoso Legal LLP	Brand assets (folder)	Anyone with the link	Anyone link	View	Yes	eve.lambert@contoso.example	25 Oct 2025	Never
High	Contoso Legal LLP	Campaign video.mp4	Anyone with the link	Anyone link	Edit	Yes	eve.lambert@contoso.example	26 Nov 2026	24 Dec 2026
Medium	Contoso Legal LLP	holiday.jpg	Anyone with the link	Anyone link	View	Yes	annabel.fraser@contoso.example	20 Aug 2026	1 Jan 2099
	Contoso Legal LLP	Rotas/Rota October.xlsx	mallory.hart@contoso.example	Link	View	No	carl.ashworth@contoso.example	19 Nov 2026	Never
	Contoso Legal LLP	Rotas/Rota October.xlsx	dan.redford@contoso.example	Link	View	No	carl.ashworth@contoso.example	19 Nov 2026	Never
Medium	Fabrikam Dental Group	Budget.xlsx	accountant@hargreaves-partners.example	Link	Edit	Yes	ben.okafor@fabrikam.example	25 Nov 2026	29 Dec 2026
	Fabrikam Dental Group	Referral images/Case 4471 (folder)	dr.lee@orthoclinic.example	Link	View	Yes	carl.svensson@fabrikam.example	31 Aug 2026	9 Nov 2026
Medium	Fabrikam Dental Group	Open day flyer.pdf	Anyone with the link	Anyone link	View	Yes	evelyn.shaw@fabrikam.example	1 Aug 2026	Never
Medium	Fabrikam Dental Group	holiday.jpg	Anyone with the link	Anyone link	View	Yes	anna.kowalski@fabrikam.example	20 Aug 2026	1 Jan 2099
Medium	Fabrikam Dental Group	Lab dockets (folder)	orders@dentallab.example	Direct	Edit	Yes	ben.okafor@fabrikam.example	24 Mar 2026	Never
Low	Fabrikam Dental Group	Treatment plans/Referral letters (folder)	referrals@cityhospital.example	Link	View	Yes	anna.kowalski@fabrikam.example	30 Oct 2026	7 Dec 2026
	Fabrikam Dental Group	Policies/Safeguarding policy.pdf	Everyone in the organisation	Organisation link	View	No	anna.kowalski@fabrikam.example	30 Sep 2026	Never
	Fabrikam Dental Group	Rotas (folder)	Everyone in the organisation	Organisation link	View	No	caroline.reyes@fabrikam.example	14 Nov 2026	Never
Low	Northwind Traders	Client files/Hartley & Co (folder)	j.hartley@hartleyandco.example	Direct	View	Yes	ann.patel@northwindtraders.example	12 Jul 2026	Never

Flag	Client	File or folder	Who	How	Can	Outside	Shared by	Shared on	Expires
Low	Northwind Traders	Engagement letters/Engagement 2026.pdf	accounts@hartleyandco.example	Link	View	Yes	carol.mendes@northwindtraders.example	10 Oct 2026	11 Dec 2026
	Northwind Traders	Payroll (folder)	carol.mendes@northwindtraders.example	Direct	Edit	No	ann.patel@northwindtraders.example	2 Feb 2026	Never
	Northwind Traders	Payroll (folder)	erin.oneill@northwindtraders.example	Direct	Edit	No	ann.patel@northwindtraders.example	2 Feb 2026	Never
Medium	Northwind Traders	Year end/Draft accounts FY26.xlsx	partner@mason-legal.example	Link	Edit	Yes	robert.hughes@northwindtraders.example	23 Nov 2026	Never
	Northwind Traders	Budget 2027.xlsx	Everyone in the organisation	Organisation link	View	No	robert.hughes@northwindtraders.example	9 Nov 2026	Never
	Northwind Traders	Supplier contracts/Fabrikam MSA.pdf	legal@fabrikam-supplies.example	Link	View	Yes	carol.mendes@northwindtraders.example	21 Aug 2026	24 Nov 2026
Medium	Northwind Traders	Brand assets (folder)	Anyone with the link	Anyone link	View	Yes	eve.sinclair@northwindtraders.example	25 Oct 2025	Never
High	Northwind Traders	Campaign video.mp4	Anyone with the link	Anyone link	Edit	Yes	eve.sinclair@northwindtraders.example	26 Nov 2026	24 Dec 2026
Medium	Northwind Traders	holiday.jpg	Anyone with the link	Anyone link	View	Yes	ann.patel@northwindtraders.example	20 Aug 2026	1 Jan 2099
	Northwind Traders	Rotas/Rota October.xlsx	mallory.price@northwindtraders.example	Link	View	No	carl.jensen@northwindtraders.example	19 Nov 2026	Never
	Northwind Traders	Rotas/Rota October.xlsx	dan.whitaker@northwindtraders.example	Link	View	No	carl.jensen@northwindtraders.example	19 Nov 2026	Never

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