FILE AND FOLDER PERMISSIONS: WHO CAN ACCESS WHAT

All clients

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

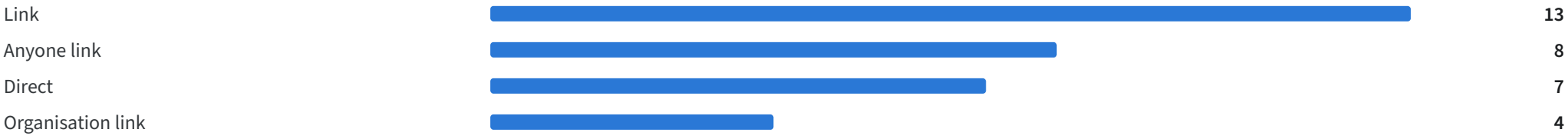
CLIENTS
3

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

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

Flag	Client	File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
	Contoso Legal LLP	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	Organisation link	View	No	bobby.marsh@contoso.example	9 Nov 2026	Never
	Contoso Legal LLP	Supplier contracts/Fabrikam MSA.pdf	Finance / Documents	legal@fabrikam-supplies.example	Link	View	Yes	carol.bennett@contoso.example	21 Aug 2026	24 Nov 2026
Medium	Contoso Legal LLP	Brand assets (folder)	Marketing / Documents	Anyone with the link	Anyone link	View	Yes	eve.lambert@contoso.example	25 Oct 2025	Never
High	Contoso Legal LLP	Campaign video.mp4	Marketing / Documents	Anyone with the link	Anyone link	Edit	Yes	eve.lambert@contoso.example	26 Nov 2026	24 Dec 2026
Medium	Contoso Legal LLP	holiday.jpg	OneDrive of annabel.fraser@contoso.example	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	Operations / Documents	mallory.hart@contoso.example	Link	View	No	carl.ashworth@contoso.example	19 Nov 2026	Never
	Contoso Legal LLP	Rotas/Rota October.xlsx	Operations / Documents	dan.redford@contoso.example	Link	View	No	carl.ashworth@contoso.example	19 Nov 2026	Never
Medium	Fabrikam Dental Group	Budget.xlsx	Finance / Documents	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)	Imaging Archive / Documents	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	Marketing / Documents	Anyone with the link	Anyone link	View	Yes	evelyn.shaw@fabrikam.example	1 Aug 2026	Never
Medium	Fabrikam Dental Group	holiday.jpg	OneDrive of anna.kowalski@fabrikam.example	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)	Patient Records / Documents	orders@dentallab.example	Direct	Edit	Yes	ben.okafor@fabrikam.example	24 Mar 2026	Never
Low	Fabrikam Dental Group	Treatment plans/Referral letters (folder)	Patient Records / Documents	referrals@cityhospital.example	Link	View	Yes	anna.kowalski@fabrikam.example	30 Oct 2026	7 Dec 2026
	Fabrikam Dental Group	Policies/Safeguarding policy.pdf	Practice Management / Documents	Everyone in the organisation	Organisation link	View	No	anna.kowalski@fabrikam.example	30 Sep 2026	Never

Flag	Client	File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
	Fabrikam Dental Group	Rotas (folder)	Practice Management / Documents	Everyone in the organisation	Organisation link	View	No	caroline.reyes@fabrikam.example	14 Nov 2026	Never
Low	Northwind Traders	Client files/Hartley & Co (folder)	Clients / Documents	j.hartley@hartleyandco.example	Direct	View	Yes	ann.patel@northwindtraders.example	12 Jul 2026	Never
Low	Northwind Traders	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	Link	View	Yes	carol.mendes@northwindtraders.example	10 Oct 2026	11 Dec 2026
	Northwind Traders	Payroll (folder)	Clients / Documents	carol.mendes@northwindtraders.example	Direct	Edit	No	ann.patel@northwindtraders.example	2 Feb 2026	Never
	Northwind Traders	Payroll (folder)	Clients / Documents	erin.oneill@northwindtraders.example	Direct	Edit	No	ann.patel@northwindtraders.example	2 Feb 2026	Never
Medium	Northwind Traders	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example	Link	Edit	Yes	robert.hughes@northwindtraders.example	23 Nov 2026	Never
	Northwind Traders	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	Organisation link	View	No	robert.hughes@northwindtraders.example	9 Nov 2026	Never
	Northwind Traders	Supplier contracts/Fabrikam MSA.pdf	Finance / Documents	legal@fabrikam-supplies.example	Link	View	Yes	carol.mendes@northwindtraders.example	21 Aug 2026	24 Nov 2026
Medium	Northwind Traders	Brand assets (folder)	Marketing / Documents	Anyone with the link	Anyone link	View	Yes	eve.sinclair@northwindtraders.example	25 Oct 2025	Never
High	Northwind Traders	Campaign video.mp4	Marketing / Documents	Anyone with the link	Anyone link	Edit	Yes	eve.sinclair@northwindtraders.example	26 Nov 2026	24 Dec 2026
Medium	Northwind Traders	holiday.jpg	OneDrive of ann.patel@northwindtraders.example	Anyone with the link	Anyone link	View	Yes	ann.patel@northwindtraders.example	20 Aug 2026	1 Jan 2099
	Northwind Traders	Rotas/Rota October.xlsx	Operations / Documents	mallory.price@northwindtraders.example	Link	View	No	carl.jensen@northwindtraders.example	19 Nov 2026	Never
	Northwind Traders	Rotas/Rota October.xlsx	Operations / Documents	dan.whitaker@northwindtraders.example	Link	View	No	carl.jensen@northwindtraders.example	19 Nov 2026	Never

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