**GDPR Checklist-Employer**

**1.**Ensure your contracts of employment are up to date and contain a specific clause dedicated to data protection.  
  
**2.**Consider asking all employees to sign separate consent forms in relation to the processing of their data.  
  
**3.**Make sure you have a watertight reason to process sensitive person data.  
  
**4.** Employee handbooks should contain a Data Protection Policy, which all employees should read.  
  
**5.**Be prepared to deal with Subject Access Requests from employees in a shorter timescale.