**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.