

Checklist: What to do when an employee leaves



THE
**CYBER
RESILIENCE
CENTRE**
FOR THE NORTH WEST

Before termination

- Make sure a handover document is written and reviewed
- Ensure any sensitive information, login details, accounts or documents are passed onto their replacement or line manager

Before the Employee leaves

- Consider the legal implications of any non-disclosure agreement in place
- Before completion of the employment contract, ensure that a thorough exit interview is completed
- Remind them of their responsibilities and contractual obligations in their employment contract - especially regarding the Data Protection Act 2018.
- Ensure all employee accounts and login credentials are disabled
- Ensure any company devices are returned and reset or reviewed before being reissued
- Alert other team members that the person has left the organisation to avoid sharing any information

Review your

- Security controls on employee devices and accounts for all employees
- What account/data can employees access - do they need this access?
- Who has administrative access to critical accounts and data? Does this need to be transferred to another staff member?