

Good afternoon,

We are pleased to confirm that the 2025/2026 [Welsh Information Governance Toolkit](#) (WIGTK) is now available for completion.

The WIGTK is an annual self-assessment which sets out the expectations required of organisations and enables them to measure their compliance against legislation, national standards and best practice guidance. The aim is to demonstrate that their information is processed securely and appropriately, access to systems secure, and assure other organisations where sharing is made that appropriate IG arrangements are in place. The WIGTK is the recognised IG assurance tool for NHS Wales.

At this point in time, completion of the WIGTK is voluntary for Optometry organisations.

Question Set

The question set is broken down into two levels, “Minimum Expectations” and “Expectations Exceeded”.

Minimum Expectations sets out the minimum requirements which form the backbone of the organisation’s IG compliance, it includes questions which are either legal requirements or are set out within the Information Commissioner’s Office Accountability Framework. Additional questions have also been included to bring the Welsh IG Toolkit in line with NHS England’s Data Security and Protection Toolkit (DSPT).

The expectations exceeded row group contains an additional question set which is available to organisations once the minimum expectations have been achieved for that assessment. Expectations exceeded allows organisations to demonstrate that they are working above the minimum in that topic area.

Next Steps

To begin, please complete the [Welsh Information Governance Toolkit – Onboarding Form](#) available on our website. This form provides the WIGTK team with your organisation’s details, enabling them to set up your organisation on the platform.

After your organisation has been successfully registered on the platform, a member of the WIGTK team will get in touch with you.

Following this, you will be required to [register an account on the new platform](#). This will need to be completed by the organisation administrator, this individual will act as the ‘superuser’ for the organisation. Within the registration process you will be asked to set your ‘organisation profile’ it is strongly recommended this is completed at this stage.

Once your account has been approved, you will receive an email advising you to set your password. Please be aware this may fall into your junk email inbox.

Please see the [Registration Guidance - Welsh IG Toolkit](#) document which details the steps required to register on the platform.

In addition, a library of training videos, a comprehensive user guide, and FAQs are available to support you. This includes bitesize videos covering specific functionality, which are a couple of

minutes long. It is strongly recommended that you either familiarise yourself with the User Guide or watch the training videos prior to accessing the WIGTK. These and other supporting resources along with an offline copy of the question set can be accessed via the [IG Website](#).

Should you have any queries in relation to the WIGTK, please contact the team via email on WelshIGToolkit@wales.nhs.uk or alternatively utilise our new [Submit a Query/Request a Call Back form](#).