

Welsh IG Toolkit

How do I delete evidence?



Introduction

Once you have uploaded a document to the IG toolkit it will be saved as evidence. To delete any evidence, you have uploaded you will need to follow the steps below.

Step 1:

Once logged in to your form choose the section from the left-hand side you require and locate the question you wish to delete the evidence for.

Step 2:

Click the choose file button.

Does the highest senior management team or Board have overall responsibility for IG and data protection in the organisation?



Yes No

Please provide evidence to demonstrate that the highest senior management team or Board has overall responsibility for IG and data protection



Choose file(s)...

SELECTED FILE(S)

Caforb Access to the welsh IG TK Logo.png

Step 3:

Once the box is opened click the red deselect button next to the document title.

Choose files

Upload

Choose existing

Alternative description

The following file types are allowed: .msg, .xls, .xlsx, .pdf, .png, .ppt, .pptx, .doc, .docx.

Browse...

Selected file(s)

Caforb Access to the welsh IG TK Logo.png Deselect

Close

Step 4

The file will then disappear. You will then be able to browse a new file to upload.

