

# DECLARATION OF OWNERSHIP OF RECORDS

(PLEASE PRINT)

I, \_\_\_\_\_, Registration No. \_\_\_\_\_, declare that I am **NOT** the owner of the personal information and medical and other records (the "records") located at \_\_\_\_\_

(ADDRESS)

\_\_\_\_\_  
(ADDRESS)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Month Day Year

I, \_\_\_\_\_, Registration No. \_\_\_\_\_, declare that I **AM** the owner of the personal information and medical and other records (the "records"), Pursuant to Bylaws, s. 103, located at \_\_\_\_\_

(ADDRESS)

\_\_\_\_\_  
(ADDRESS)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Month Day Year

- 98 (1) A registrant who ceases to practise for any reason must
- dispose of records containing personal information in accordance with this Part,
  - notify the college, and
  - provide the college with a written summary of the steps he or she has taken to dispose of the personal information.
- (2) A registrant must make appropriate arrangements to ensure that, in the event that the registrant dies or becomes unable to practise for any reason and is unable to dispose of the personal information, the personal information will be safely and securely transferred to
- another registrant,
  - a BC optometric corporation,
  - an ophthalmologist registered with the College of Physicians and Surgeons of British Columbia,
  - a hospital as defined in section 1 of the Hospital Act, or
  - the Armed Forces of Canada.
- (3) In the event that a registrant ceases to practise and fails to dispose of or make arrangements to dispose of personal information as required by this Part, the board may appoint
- another registrant,
  - a BC optometric corporation,
  - an ophthalmologist registered with the College of Physicians and Surgeons of British Columbia, 35
  - a hospital as defined in section 1 of the Hospital Act, or
  - the Armed Forces of Canada.
- (4) A registrant who receives personal information transferred in accordance with this section must notify any patient concerned of the transfer.
- (5) For the purpose of this section, a registrant who is temporarily suspended for no more than six months does not cease to practice.

- 103 (1) A registrant must ensure that all records containing personal information of his or her patients are owned by
- the registrant,
  - another registrant by whom the registrant is employed or for whom the registrant is a contractor,
  - a BC optometric corporation,
  - an ophthalmologist registered with the College of Physicians and Surgeons of British Columbia,
  - a hospital as defined in section 1 of the Hospital Act, or
  - the Armed Forces of Canada.
- (2) If a registrant employs or is employed by another registrant, or is employed by a BC optometric corporation, the registrant must secure a written agreement with the other registrant or BC optometric corporation establishing which of them owns the records referred to in subsection (1).

- A separate form must be completed for each place of practice.
- All sections must be completed.