

## DECLARATION OF OWNERSHIP OF RECORDS

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

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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

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- 98 (1) *A registrant who ceases to practice in British Columbia for any reason or moves to another place of practice in British Columbia, or a registrant or former registrant who moves to another jurisdiction must:*
- (a) *dispose of or transfer records containing personal information in accordance with this Part,*
  - (b) *notify the college within five business days of ceasing to practice, moving to another place of practice in British Columbia, or moving to another jurisdiction, and*
  - (c) *provide the college with a written summary of the steps he or she has taken to dispose of or transfer the records containing personal information and provide the name of the registrant who will be assuming responsibility for continuing patient care.*
- (2) *A registrant must make appropriate arrangements to ensure that, in the event the registrant dies or becomes unable to practice for any reason and is unable to dispose of or transfer records containing personal information, the personal information will be safely and securely transferred to another registrant in good standing or BC optometric corporation in good standing.*
- (3) *In the event that a registrant ceases to practice and fails to transfer, dispose of or make arrangements to dispose of personal information as required by this Part, the board may appoint another registrant to receive the records containing personal information.*
- (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*
- (a) *the registrant,*
  - (b) *another registrant by whom the registrant is employed or for whom the registrant is a contractor, or*
  - (c) *a BC optometric corporation.*
- (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