

Type of policy: Regulatory	Approved by: Registrar
Date approved: May 31, 2016	Next Review date: May 6, 2025
Amendment dates: May 6, 2022	

Withholding Names from the Public Register

Purpose

The purpose of this policy is to clarify the procedure for applicants and registrants to request to have some but not all names withheld from the Public Register.

Relevant Legislation

Health Professions Procedural Code

Register

23 (1) The Registrar shall maintain a register. 2007, c. 10, Sched. M, s. 28.

Contents of register

(2) The register shall contain the following:

1. Each member's name...

...

20. Information that is required to be kept in the register in accordance with the by-laws. 2017, c. 11, Sched. 5, s. 11 (1).

When information may be withheld from the public

(6) The Registrar may refuse to disclose to an individual or to post on the College's website an address or telephone number or other information designated as information to be withheld from the public in the by-laws if the Registrar has reasonable grounds to believe that disclosure may jeopardize the safety of an individual. 2007, c. 10, Sched. M, s. 28.

Same

(7) The Registrar may refuse to disclose to an individual or to post on the College's website information that is available to the public under subsection (5), if the Registrar has reasonable grounds to believe that the information is obsolete and no longer relevant to the member's suitability to practise.

CRPO By-laws

21.01 – Name in Register

Subject to article 21.02, a Member's name in the register shall be the full name indicated on the documents used to support the Member's initial registration with the College.

21.02 – Exception for Name Change

The Registrar may enter a name, other than the name referred to in article 21.01, in the register if the Registrar:

- (i) has received a written request from the member;
- (ii) is satisfied that the Member has legally changed his or her name; and
- (iii) is satisfied that the name change is not for any improper purpose.

21.03 – Exception for Alternate Name

In addition to the name entered under article 21.01 and 21.02, the Registrar may enter in the register as an alternative name used by Member any nicknames or abbreviations that the Member uses in any place of practice

21.08 – Additional Register Information

In addition to the information set out in subsection 23(2) of the Code, the register shall contain the following information with respect to each Member:

- (i) former names since the Member became 18 years of age, except where the Registrar believes on reasonable grounds that exceptional circumstances warrant withholding one or more of the Member's former names from the public;

Scope

This policy applies to registrants in all registration categories.

Policy

CRPO's by-laws require that the Public Register reflect the registrant's name as per supporting documentation provided with their application and include every registrant's former names since the registrant became 18 years of age. Some of a registrant's names (e.g., former names or part of a name) can be withheld from the Public Register for several reasons outlined in the *Health Professions Procedural Code* and CRPO by-laws.

An applicant or registrant may make a request, in writing, to the Registrar to withhold a name by contacting CRPO.

The Registrar may follow up for additional information related to the request and may ask for supporting documentation, such as a recent police records check and/or a signed undertaking that there is no conduct of concern respecting the name(s) to be withheld. CRPO staff will communicate with applicants and registrants if additional information is required.

The following factors may be used by the College to determine whether additional information or documentation is requested, and to make a decision regarding removal of the name(s):

- safety concerns faced by the applicant or registrant;
- human rights grounds for withholding name(s); and
- whether the registrant practised psychotherapy under the name(s).