

Exceptional Circumstances Policy (relating to Members' Names and Practice Details on the Register)

1. The names of all members shall appear on the register together with their practice details. It shall be the duty of each member to inform the Education & Registration Co-ordinator of any changes.

2. Only in exceptional circumstances will consideration be given **not** to include the member's name and/or practice details on the publicly available register.

Such circumstances shall include:

- a. The member or a member of their family has been, or is likely to be, the subject of harassment by an individual or individuals, and knowledge of the member's name or practice details might put them at risk.
- b. The member or a member of their family has been threatened or assaulted by an individual or individuals and their safety is at risk.
- c. By order of the Court.
- d. By reason of any witness protection programme or similar scheme.
- e. Any other exceptional circumstance which the member or their named representative may present in writing for consideration by the Board.

3. Members who inform the Membership Co-ordinator in writing that they intend to retire within 12 months will be allowed to remove their practice details, although not their names, from the register to enable them to wind down their practices.

4. In the event that the circumstances outlined in Para 2, subsections a-d, do not provide clear evidence of a need to remove the member's name or practice details from the publicly available Register, the Professional Standards Manager will refer the case to the Board for further consideration.

5. The Board's decision relating to any matters raised under Par 2 sections a, b and e will be final and not subject to further appeal.