



Interchange of client information

Part 1: Data elements and interchange formats



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Australian Standard®

Interchange of client information

Part 1: Data elements and interchange formats

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PREFACE

This Standard was prepared by Standards Australia Subcommittee IT-004-07, Revision of AS 4590, for Standards Australia Committee IT-004, Geographical Information/Geomatics, to supersede AS 4590—2006 *Interchange of client information*.

This revised Standard is a result of industry and government concern at the myriad of data interchange formats used within the information technology industry for the exchange of client information and the requirement of machine to machine sharing of client information across platforms. The objective of this Standard is to provide industry common client data elements and formats for data storage and interchange that will eliminate the need for creative variations.

This Standard will improve identification practices within a party. For parties that match, validate and interchange client information this Standard will improve matching processes.

The abbreviations, data interchange descriptions and recommendations are aimed at improving data accuracy and interoperability.

The addressing information interchange, Section 5 of this Standard, has been aligned with AS/NZS 4819 *Rural and urban addressing*. AS/NZS 4819 was compiled to direct authorities required to allocate physical addresses, whether they be to properties, features or facilities. This revision of AS 4590 has been extended to cater for new address provisions noted in AS/NZS 4819 and has been reviewed and amended to minimize ambiguity and maximize understanding in client data interchange. Whether such information is exchanged as simple text files or structured XML files, this Standard aims to ensure a common understanding by both the sender and receiver of the data content.

AS/NZS 4819 and Amendment 1 to AS/NZS 4819 should be consulted when assigning addresses; AS 4590 need not be used for this purpose. Amendment 1 to AS/NZS 4819 is in the form of a guideline that provides explicit advice on the structure of addresses that are assigned.

The working group has noted the large body of work currently underway on international address and addressing standards, ISO 19160 (a profile is given in Appendix H). This work should be considered in future reviews of AS 4590.

Electronic contact details have been updated in this revised Standard.

Wherever possible, the definitions of data elements in this Standard are based on existing standards. Reference has been made to International and Australian Standards, and to standards from the Australian Bureau of Statistics.

The terms ‘normative’ and ‘informative’ have been used in this Standard to define the application of the appendices to which they apply. A ‘normative’ appendix is an integral part of a Standard, whereas an ‘informative’ appendix is only for information and guidance.

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STANDARDS AUSTRALIA

Australian Standard

Interchange of client information

Part 1: Data elements and interchange formats

SECTION 1 SCOPE AND GENERAL

1.1 SCOPE

1.1.1 General

This Standard sets out requirements for data elements for the interchange of client information. The data elements covered comprise party identification, person details, organization details, addressing, and electronic contact details, see Figure 1.1.

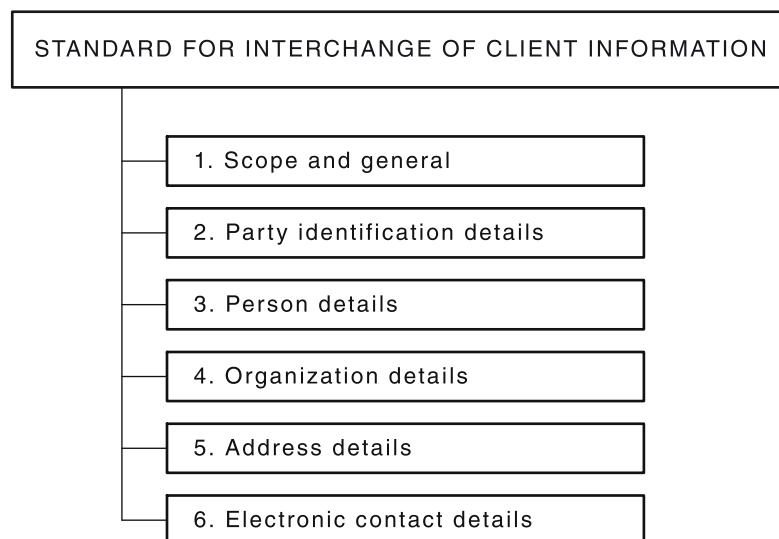


FIGURE 1.1 REPRESENTATION OF AS 4590 DATA ELEMENTS

This Standard focuses only on the interchange of Australian client information. International client information is beyond the scope of this Standard.

This Standard does not address data interchange syntax but does recommend best practise of parsing the components of an address rather than storing as an unparsed text string.

This Standard applies to databases that require a standard definition of the format for datasets relating to the client information. Items such as person/organization details, addressing and contact details are given a data standard that can be utilized by databases.

1.1.2 Interchange message design

This Standard does not provide guidance on the principles for interchange message design and how the different parts of this Standard may be assembled into an interchange format. This Standard does not focus on the design of how the data is structured together, or any other data modelling standards. It is focused primarily on how individual data elements are presented in a common format for interchange of that data.

1.2 APPLICATION

This is a general purpose Standard; it is not intended to cover the requirements of individual parties who might need additional Standards for client contact, court cases/action, and/or legally gazetted names.

This Standard is not intended to replace all other similar client-based Standards, but to complement existing Standards by consolidating all client-based data Standards within the one Standard.

Users of this Standard should refer to relevant State and federal privacy guidelines and legislation in practice.

Users should refer to the following for more information:

- (a) *Privacy Act 1988* (Commonwealth) incorporating 2016 amendment.
- (b) Website of the Office of the Information Commissioner: <http://www.oaic.gov.au/>.
- (c) State and Commonwealth legislation and regulations, as applicable.

NOTE: See Appendix E for further information.

It is the responsibility of the user to ensure their data collection conforms to these guidelines.

1.3 REFERENCE DOCUMENTS

The following documents are referenced in this Standard:

AS	
4846	Person and provider identification in healthcare
AS ISO	
8601	Data elements and interchange formats—Information interchange—Representation of dates and times
AS/NZS	
2632	Codes for the representation of names of countries and their subdivision (series)
4819	Rural and urban addressing
AS/NZS ISO	
6709	Standard representation of geographic point location by coordinates
ISO	
3166	Codes for the representation of names of countries and their subdivision (series)
19160	Addressing Standard (series)
ISO/IEC	
5218	Information technology—Codes for the representation of human sexes
7501	Identification cards—Machine readable travel documents
7501-1	Part 1: Machine readable passport
11179	Information Technology—Metadata registries (MDR)
11179.3	Part 3: Registry metamodel and basic attributes
ABS	
1218.0	Standard Economic Sector Classifications of Australia (SESCA), 2008 (Version 1.1)
1220.0	ANZSCO—Australian and New Zealand Standard Classification of Occupations, 2013, Version 1.2

ABS

- 1269.0 Standard Australian Classification of Countries (SACC), 2011
- 1285.0 Demographic Variables, 1999
- 1286.0 Family, Household and Income Unit Variables, 2014
- 1292.0 Australian and New Zealand Standard Industrial Classification (ANZSIC), 2006 (Revision 2.0)

NAT

1827-6.2014 Business industry codes 2014 Australian Taxation Office, June 2014

Privacy Act 1988 (Commonwealth)

Australian Securities and Investments Commission (ASIC), Schedule 6 of the Corporation Regulations

The Australian Business Register Entity Type List:

<https://abr.business.gov.au/Downloads/EntityTypeList.pdf>

<http://portalhelp.ato.gov.au/BP/ADMIN/Resources/Definitions/#E>

The Australian Communications Media Authority (ACMA) Telecommunications Numbering Plan 2015

Centrelink, Multicultural Services, Commonwealth of Australia *Naming Systems of Ethnic Groups—A Guide*, 2000, viewed 2 June 2016, <http://trove.nla.gov.au/version/44602685>

Australian Government Guidelines on the Recognition of Sex and Gender, July 2013 (updated November 2015),

<https://www.ag.gov.au/Publications/Pages/AustralianGovernmentGuidelinesontheRecognitionofSexandGender.aspx>

Commonwealth of Australia *Style manual—For authors, editors and printers*, 6th ed, John Wiley & Sons Australia Ltd, Australia, 2002.

W3C—World Wide Web Consortium

RFC 2821 Simple mail transfer protocol, April 2001

RFC 3501 Internet Message Access Protocol—Version 4.1

RFC 3696 Application Techniques for Checking and Transformation of Names, Feb 2004

RFC 3986 URI Generic Syntax, January 2005

RFC 5321 Simple Mail Transfer Protocol, October 2008

International Telecommunications Union (ITU-T)

Recommendation E.164 assigned country codes, 1.XI.2011, <https://www.itu.int/pub/T-SP-E.164D>

Intergovernmental Committee Surveying and Mapping (ICSM) Standard for the Australian Survey Control Network Special Publication 1 (SP1), Oct 2014

Australian Government Telecommunications Numbering Plan 2015, <https://www.comlaw.gov.au/Details/F2015L00319/Download>

Australia Post, Address Presentation Standards

<https://auspost.com.au/media/documents/australia-post-addressing-standards-1999.pdf>

1.4 DATA ELEMENT STRUCTURE

1.4.1 General

Each data element has been defined according to a set of metadata components that are based on ISO/IEC 11179.3. Most components (e.g. Definition, Data type, Representational class, Permissible values) describe essential features of the structure of a data element. Some components such as, Guide for use and Example, describe additional, non-essential features and may be left blank where appropriate.

The metadata components of each data element are described below.

NOTE: All data elements defined in this Standard are Single Use Fields. That is, all fields are not to be used to collect any data other than that specified by the data element definition and data domain.

1.4.2 Name

The preferred designation by which a data element is known within the context of this Standard.

NOTE: The name appears in the heading for each unique data definition in this Standard.

1.4.3 Definition

A statement that expresses the essential nature of the data element and its differentiation from all other data elements.

1.4.4 Source Standards

Any document(s) (including websites), organizations or committees from which any standardized content that contributed to the development of the data element originates.

1.4.5 Data type

The specification of a value domain with operations allowed on values in this domain. Values used in this Standard are as follows:

- (a) Alphanumeric.
- (b) Alphabetic.
- (c) Alphabetic upper case.
- (d) Numeric.

1.4.6 Representation class

A name or description of the form of representation for the data element.

Code list	A system of valid symbols that substitute for longer values.
Date	A numeric value representing a calendar date YYYYMMDD.
Identifier	A value that establishes identity.
Text	An unformatted descriptive value.
Time	A number value representing a specific instance in time HHMMSS.

1.4.7 Field size maximum

The maximum (max.) number of characters that may be recorded in the field.

1.4.8 Representation layout

The layout of characters in data element values expressed by a character string representation (a sequence of alphabetic and/or numeric characters, including 'leading' characters, e.g. 01, 02, 03).

A	Alphabetic characters set: contains the letters a-z and A-Z and may contain special characters but not numeric characters.
N	Numeric character set: contains real, whole and decimal numbers, but not alphabetic characters.
X	Alphanumeric character set: contains alphabetic and numeric characters, special characters and may contain blank characters.
YYYYMMDD	Numeric characters representing a number of years, months and days.
HHMMSS	Numeric characters representing a number of hours, minutes and seconds.

For example: 'A(50)' means up to fifty alphabetic characters.

1.4.9 Domain values

The set of representations of permissible instances of the data element, according to the representational class, representation layout, data type and maximum size specified in the corresponding metadata components. The set can be specified by name (including an existing classification/code scheme such as ABS 1292.0 (ANZSIC), by reference to a full code list included as an Appendix, or by enumeration of the representation of the instances (e.g. permissible values for sex as described below).

NOTE: For an example of Name title abbreviations, see Appendix A, Table A1.

Code	Description
1	Male
2	Female
3	Indeterminate
9	Not stated/Inadequately described

NOTE: Data elements with no Domain values require a valid <data element name>, e.g. for organization name 'a valid organization name'.

Null has two defined values, may be obtained in two ways: either no value (which is different to zero) or by not sending the data element, however when any data exchange is established the exact details of how a null is represented should be communicated between the parties.

1.4.10 Guide for use

Comments, advice, or instructions for the interpretation or application of the data element.

1.4.11 Example

Examples of how the element may present in best practice.

SECTION 2 PARTY IDENTIFICATION DETAILS

2.1 GENERAL

This Section sets out identification details that may be used for people or organizations. A party may have multiple identification details and identifier statuses.

Figure 2.1 contains a summary of the data elements associated with the identification of a party (people or organization).

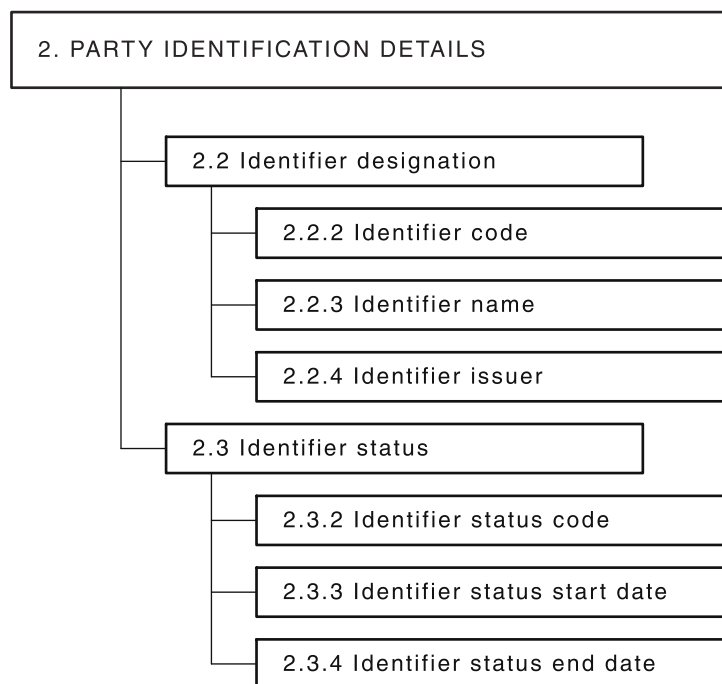


FIGURE 2.1 REPRESENTATION OF PARTY IDENTIFICATION DETAILS
(WITH RELATED CLAUSE NUMBER)

2.2 IDENTIFIER DESIGNATION

2.2.1 General

A party may have multiple identifier designations.

2.2.2 Identifier code

Name	Identifier code
Definition	The number or code assigned to a party by an organization, establishment or agency in order to uniquely identify that party.
Source Standard(s)	AS 4846
Data type	Alphanumeric
Representation class	Code
Field size max.	20
Representation layout	X(20)
Domain values	A valid <data element name> NOTE: Not defined in this Standard.
Guide for use	Any interchange of identifier shall be performed in accordance with privacy guidelines and legislation. NOTE: See Appendix F. The possible values are not standardized or codified, as the data is dependent on the issuer and type of identifier. This element is required to make an individual party unique within an organization, establishment, or agency.
Examples	85 087 326 690 is an identifier for an Australian business number (ABN). ACT1926111 is an identifier for an ACT driver's licence number. 2345 6789 8 is an identifier for a Medicare card number (MCN).

2.2.3 Identifier name

Name	Identifier name
Definition	The name or label of the identifier.
Source Standard(s)	AS 4846
Data type	Alphanumeric
Representation class	Text
Field size max.	50
Representation layout	X(50)
Domain values	A valid <data element name> NOTE: Not defined in this Standard.
Guide for use	The name or label of the identifier shall be identified. NOTE: Also known as 'Card name'.
Examples	Australian business number (ABN) is the identifier name for the identifier 85 087 326 690. ACT driver's licence number is the identifier name for the identifier ACT1926111. Medicare card number (MCN) is the identifier name for the identifier 2345 6789 8.

2.2.4 Identifier issuer

Name	Identifier issuer
Definition	The name of the party that issues the identifier.
Source Standard(s)	AS 4846
Data type	Alphanumeric
Representation class	Text
Field size max.	200
Representation layout	X(200)
Domain values	A valid <data element name> NOTE: Not defined in this Standard.
Guide for use	Examples of a party identifier issuer shall include association organization or government agency name
Examples	Australian Taxation Office is the identifier issuer for the Australian business number (ABN) 85 087 326 690. ACT Road Transport Authority is the identifier issuer for the ACT driver's licence number ACT1926111. Department of Human Services is the identifier issuer for the Medicare card number (MCN) 2345 6789 8.

2.3 IDENTIFIER STATUS

2.3.1 General

A party may have multiple identifier statuses.

2.3.2 Identifier status code

Name	Identifier status code	
Definition	The code that represents the status of the identifier at a point in time.	
Source Standard(s)	None	
Data type	Numeric	
Representation class	Code	
Field size max.	1	
Representation layout	N(1)	
Domain values	Code	Description
	1	Active
	2	Suspended
	3	Not defined
	4	Cancelled
	9	Unknown
Guide for use	No attempt has been made to enumerate all codes that can be associated with the identifier status code.	

2.3.3 Identifier status start date

Name	Identifier status start date	
Definition	The date on which the identifier status commenced.	
Source Standard(s)	AS ISO 8601	
Data type	Numeric	
Representation class	Date	
Field size max.	8	
Representation layout	YYYYMMDD	
Domain values	A valid date or null	
Guide for use	This date can be used separately or in conjunction with the identifier status end date to provide a timeframe in which an identifier status is effective.	
Examples	Code	Description
	YY	Two digit century value
	YY	Two digit year value
	MM	Two digit month value
	DD	Two digit day value

2.3.4 Identifier status end date

Name	Identifier status end date	
Synonymous name:	None	
Definition	The date on which the identifier status ceased.	
Source Standard(s)	AS ISO 8601	
Data type	Numeric	
Representation class	Date	
Field size max.	8	
Representation layout	YYYYMMDD	
Domain values	A valid date or null	
Guide for use	This date can be used separately or in conjunction with the identifier status start date to provide a timeframe in which an identifier status is effective. The absence of an identifier status end date implies that the identifier status code is still in effect.	
Examples	Code	Description
	YY	Two digit century value
	YY	Two digit year value
	MM	Two digit month value
	DD	Two digit day value

SECTION 3 PERSON DETAILS

3.1 GENERAL

The person details section contains standard specifications for data elements to identify the name and demographic characteristics of a person defined as ‘a human being, whether man, woman, or child’ (source: *The Macquarie Dictionary*).

Figure 3.1 contains a summary of the data elements associated with the identification of a person.

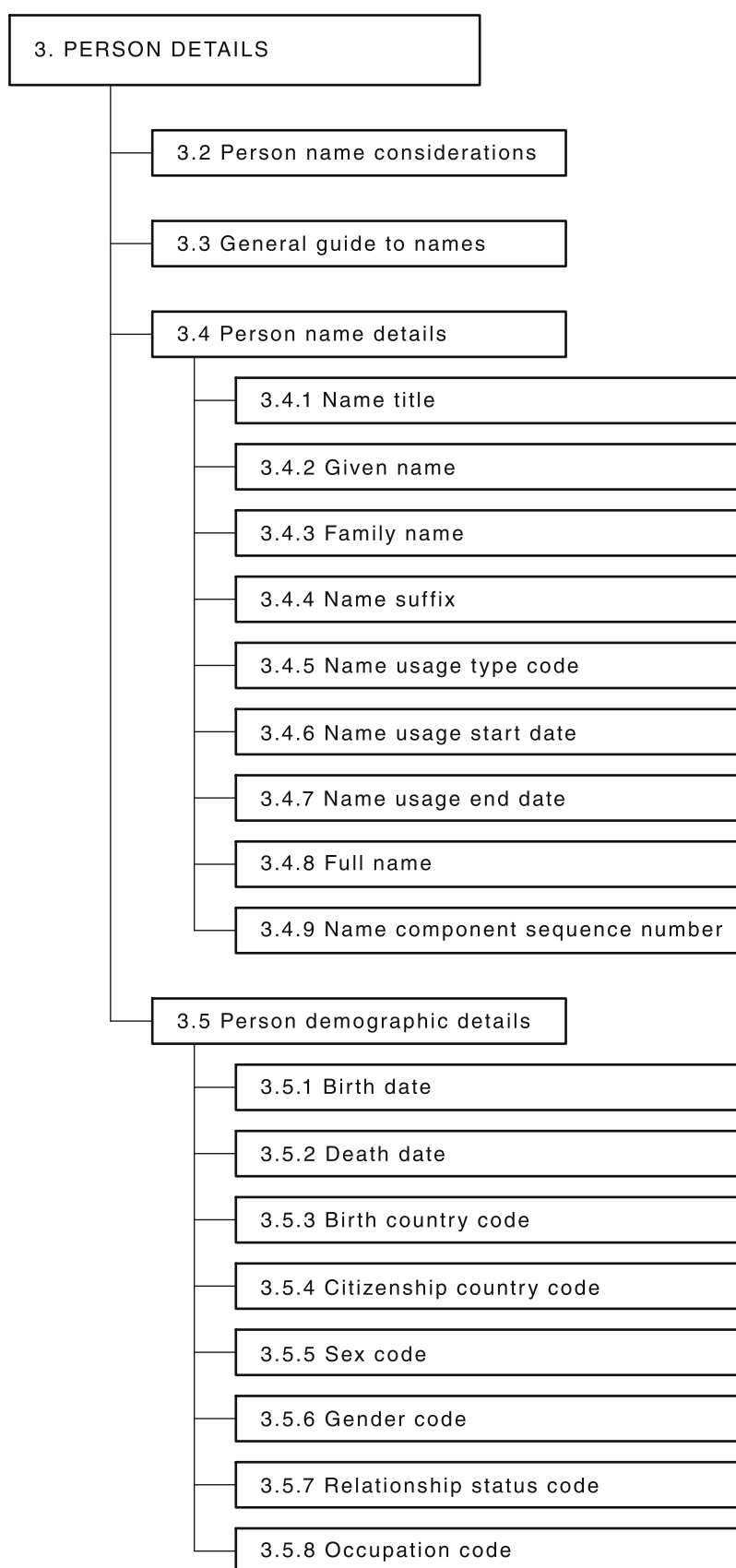


FIGURE 3.1 REPRESENTATION OF PERSON NAME AND PERSON DEMOGRAPHIC DETAILS (WITH RELATED CLAUSE NUMBER)

3.2 PERSON NAME CONSIDERATIONS

There may be more than one name recorded for an individual. At least one name shall be captured and the preferred name should always be sought.

It shall be recognized that people use different names for different purposes. They may have a name that is their 'formal' name used on formal or legal documents, but their family and friends may refer to them by a different name. In Australia this is particularly true when many people from around the world adopt an 'Australian' name. Some individuals may drop part of their family name over time.

Each component of a name can include an indicator of sequence. This supports identification of the correct representation of each name component (e.g. first given name), but also supports ease of searching through generic searching of given names (irrespective of the position of that name in the sequence).

3.3 GENERAL GUIDE TO NAMES

It is acknowledged that some people use more than one name (e.g. formal name, birth name, married/maiden name, tribal name), depending on the circumstances. Each name shall be recorded against the appropriate name type and linked to appropriate identifiers that use that name. For example, the name associated with the individual's Medicare card or professional registration shall be recorded as such.

A person is able to change his or her name by usage in all States and Territories of Australia with the exception of Western Australia, where a person may only change his or her name by applying through completion of the Change of Name form in accordance with Part 5 of the *Births, Deaths and Marriages Registration Act 1998*. Care should be taken when recording a change of name for a minor. Ideally, the name recorded for the minor should be known to both parents so that the minor's records can be retrieved and continuity of care can be maintained, regardless of which parent accompanies the minor to the agency or establishment.

A person should be registered using that person's preferred name, as it is more likely to be the name in common usage, and is more likely to be used on subsequent visits to the agency or establishment. It is also the name which relatives and friends are likely to use for making enquiries, if the individual is admitted to hospital. The person's preferred name may or may not be the same as the name on that person's Medicare card. The person's Name usage metadata item can be used to distinguish between the different types of names that may be used by the person.

3.4 PERSON NAME DETAILS

3.4.1 Name title

Name	Name title
Definition	The text that represents the honorific form of address that precedes the name of a person.
Source Standard(s)	None
Data type	Alphanumeric
Representation class	Code
Field size max.	12
Representation layout	X(12)
Domain values	Not defined in this Standard.
Guide for use	The name title should not be confused with a person's job title. NOTE: This data element may be repeated where more than one name title is associated with a person, e.g. Honourable Doctor (Hon Dr). This data element is to be interchanged in its abbreviated format—standard abbreviations for some common <i>English language</i> name titles are listed in Appendix A. Also known as Salutation. A name component sequence number may be recorded against each name title using the element in Clause 3.4.9 Name component sequence number.
Examples	'Mr John Smith' where the name title would be: - Mr 'The Hon. Megan Jones, MP' where the name title would be: - The Hon.

3.4.2 Given name

Name	Given name
Definition	The name, assigned to a person within the family group or by which the person is socially identified.
Source Standard(s)	None
Data type	Alphanumeric
Representation class	Text
Field size max.	40
Representation layout	X(40)
Domain values	Any combination of letters, numbers and special characters.
Guide for use	There are no universal verification rules for a person's given name. This data element may be repeated if a person offers more than one given name. There may be many given names, each with a sequence number using the element in Clause 3.4.9 Name component sequence number. If a person has only one name it shall be recorded as the Family name not the Given name. A person's given name shall be one of the following: (a) Assigned by an individual's parents shortly after birth or adoption or other cultural ceremony. (b) Acquired by a person in accordance with a due process defined in a State or Territory Act relating to the registration of births, deaths, marriages and changes of name and sex, and for related purposes, such as the Australian Capital Territory's <i>Births, Deaths and Marriages Registration Act 1997</i>. (c) Attained by a person within the family group or by which that person is socially identified. NOTE: A useful resource when capturing ethnic names is the referenced Naming Systems of Ethnic Groups produced by the Department of Human Services, Canberra, AGPS. Also known as First name, Forename, Christian name, Middle name, Second name and Other given name.
Examples	'Ms. Margaret Rose Windsor' where the given names are: 1. Margaret 2. Rose

3.4.3 Family name

Name	Family name
Definition	The name by which a person's family group may be identified.
Source Standard(s)	None
Data type	Alphanumeric
Representation class	Text
Field size max.	40
Representation layout	X(40)
Domain values	Any combination of letters, numbers and special characters.
Guide for use	A person's name that is one of the following: (a) The hereditary or tribal name of a person's family. (b) Acquired by a person in accordance with a due process defined in a State or Territory Act relating to the registration of births, deaths, marriages and changes of name and sex, and for related purposes, such as the Australian Capital Territory's <i>Births, Deaths and Marriages Registration Act 1997</i>. (c) Any other name distinguished from a person's given name. There are no universal verification rules for a person's family name. If there is more than one family name, the name component sequence number (3.4.9) shall be used to record the order in which the names are to be used. Some people do not have a family name AND a given name, they have only one name by which they are known. For the purposes of machine sorting, if a person only has one name it shall be recorded as the 'Family name' with the 'Given name' left blank. This is not to be confused with preferred name. NOTE: A useful resource when capturing ethnic names is the referenced Naming Systems of Ethnic Groups produced by the Department of Human Services, Canberra, AGPS. Also known as Surname or Last name.
Examples	Where mixed characters (upper and lower cases) are used in the family name, they shall be retained, e.g. de Greve, De Sousa, DePaula, D'Crespigney, St John, van de Berg, Van der Velde, van Blumenstein.

3.4.4 Name suffix

Name	Name suffix
Definition	The text that represents the honour, award or other denomination that follows the name of a person.
Source Standard(s)	None
Data type	Alphanumeric
Representation class	Text
Field size max.	5
Representation layout	X(5)
Domain values	Any (or a combination) of the abbreviations listed in Appendix A.
Guide for use	May have multiple occurrences as more than one name suffix may be associated with a person, e.g. Queens Counsel and Justice of the Peace (QC, JP). If this occurs, this element should be combined with the element in Clause 3.4.9 Name component sequence number to provide granularity over the number of suffixes attributed to the person. NOTE: The ordering of multiple name suffixes should be in accordance with Australian naming conventions as given in the Commonwealth of Australia, <i>Style manual for authors, editors and printers</i>, 6th ed, John Wiley & Sons Australia, Ltd, 2002.

Examples	‘Professor John Doan QC, JP’ where the suffix(s) would be: 1. QC 2. JP
----------	--

3.4.5 Name usage type code

Name	Name usage type code																						
Definition	The code that represents the purpose or role of a person’s name.																						
Source Standard(s)	None																						
Data type	Alphabetic																						
Representation class	Code																						
Field size max.	3																						
Representation layout	A(3)																						
Domain values	See below in Guide for use																						
	<table> <tr> <th>Code</th><th>Description</th></tr> <tr> <td>LGL</td><td>Legal name</td></tr> <tr> <td>AKA</td><td>Also known as or alias</td></tr> <tr> <td>BTH</td><td>Name at birth</td></tr> <tr> <td>MDN</td><td>Maiden name</td></tr> <tr> <td>NEW</td><td>Newborn identification name</td></tr> <tr> <td>OTH</td><td>Nonspecific name usage type</td></tr> <tr> <td>PBN</td><td>Professional or business name</td></tr> <tr> <td>PRV</td><td>Previous name</td></tr> <tr> <td>PRF</td><td>Preferred name</td></tr> <tr> <td>TRB</td><td>Tribal name</td></tr> </table>	Code	Description	LGL	Legal name	AKA	Also known as or alias	BTH	Name at birth	MDN	Maiden name	NEW	Newborn identification name	OTH	Nonspecific name usage type	PBN	Professional or business name	PRV	Previous name	PRF	Preferred name	TRB	Tribal name
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PRF	Preferred name																						
TRB	Tribal name																						
Guide for use	The codes are not mutually exclusive and their association with a person’s family name and given name will depend on the context in which this information is collected or exchanged. This data element can be used where the person offers more than one family name and more than one given name. This enables differentiation between the roles of each recorded or interchanged person’s name. Start date and end date can be used in conjunction with this data element to determine when the specific name usage type commenced or ceased to be effective.																						
Examples	The formal name on registration documents, e.g. Medicare card, Birth certificate, Driver’s license. Also known as (or Aliases)—Any other name that a person is also known by, or has been known by in the past. This includes misspelt names or name variations that are to be retained as they have been used to identify this person. More than one alias name may be recorded for a person. <i>Legal name</i>—Legal name of the client as defined by the organization which collects it. NOTE: Not defined in this Standard. <i>Maiden name</i>—The family name of any party prior to being changed at marriage. Traditionally, the term ‘maiden name’ means the family name of a woman before she is married, this was specifically due to the tradition of a woman taking the man’s family name at the time of marriage. Now many couples are using hybrid or merged names to reflect the heritage of both parties in the marriage, thus both parties are changing their names at marriage. This should be reflected in the usage of the term ‘maiden name’ as it should now be used for both sexes. The usage of maiden name should remain consistent for same sex couples, where one or both of the parties change their name at civil union. <i>Name at birth</i>—The person’s name as recorded on a registered birth certificate.																						

	<i>New born</i>—This is reserved for the temporary identification of unnamed newborn babies. <i>Professional business name</i>—The name used by the person for business or professional purposes, e.g. Dame Edna Everage. <i>Preferred name</i>—The name by which the person chooses to be identified.
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3.4.6 Name usage start date

Name	Name usage start date
Definition	The date when the person commenced using a name.
Source Standard(s)	AS ISO 8601
Data type	Numeric
Representation class	Date
Field size max.	8
Representation layout	YYYYMMDD
Domain values	Recommended value above
Guide for use	Zeroes are to be used where all or part of the date is unknown. A usage start date should be recorded for each name usage type recorded. Validation rules should be applied to ensure that the date is valid, in terms of format and value correctness.
Example	20040515: This indicates that the end date for the address record is 15 May 2004. 20060000: This indicates that the end date for the address record is year 2006 with an unknown month and day.

3.4.7 Name usage end date

Name	Name usage end date
Definition	The date when the person ceased to use a name.
Source Standard(s)	AS ISO 8601
Data type	Numeric
Representation class	Date
Field size max.	8
Representation layout	YYYYMMDD
Domain values	Recommended value above
Guide for use	Zeroes are to be used where all or part of the date is unknown. A usage end date should be recorded for each name usage type recorded when it ceases to be used for that purpose. Validation rules should be applied to ensure that the date is valid, in terms of format and value correctness.
Examples	Usage examples are as follows: 20040515: This indicates that the end date for the name record is 15 May 2004. 20060000: This indicates that the end date for the name record is year 2006 with an unknown month and day.

3.4.8 Full name

Name	Full name
Definition	The full name of a person.
Source Standard(s)	None
Data type	Alphanumeric
Representation class	Text
Field size max.	500
Representation layout	X(500)
Domain values	Any combination of letters, numbers and special characters. Where mixed characters (upper and lower cases) are used, they shall be retained, e.g. de Greve, De Sousa, DePaula, St John, van de Berg, Van der Velde, van Blumenstein.
Guide for use	It is recommended that— (a) this element not be used for interchange of client information; and (b) that this element will be deprecated in next review of AS 4590. This data element allows the full name of a person to be interchanged as a string of text, including, but not limited to, family name and given names. A great deal of information about a person can be extracted from a full name, information that would otherwise be lost when a Western style format is imposed. This is particularly important with names such as Arabic and Chinese names. Additionally, by using Unicode, names can readily be interchanged as represented in the native language. This data element should only be used when agreement has been reached between the organizations interchanging information, confirming that use of the data element is appropriate and needed for their purpose. There are no universal verification rules for a full name. A useful resource when capturing ethnic names is the referenced Naming Systems of Ethnic Groups produced by the Department of Human Services, Canberra, AGPS. NOTE: See Appendix G.

3.4.9 Name component sequence number

Name	Name component sequence number
Definition	The number that indicates the order of use of a name component.
Source Standard(s)	AS 4846
Data type	Numeric
Representation class	Number
Field size max.	1
Representation layout	N(1)
Domain values	A value 1–9 or null (i.e. 0 or 9)
Guide for use	Can be used in conjunction with any fields present in Person name details.
Examples	Name title—‘Reverend Professor Mary Jane Sarah Cunningham Smith’: 1. ‘Rev’ 2. ‘Prof’ Given name—‘Reverend Professor Mary Jane Sarah Cunningham Smith’: 1. Mary 2. Jane 3. Sarah 4. Cunningham Family name—‘Reverend Professor Mary Jane Sarah Cunningham Smith’: 1. Smith

3.5 PERSON DEMOGRAPHIC DETAILS

3.5.1 Birth date

Name	Birth date	
Definition	The date on which a person was born.	
Source Standard(s)	AS ISO 8601 and AS 4846	
Data type	Numeric	
Representation class	Date	
Field size max.	8	
Representation layout	YYYYMMDD	
Domain values	A valid date (today's date or past date only)	
Guide for use	In cases where all or some of the birth date components are not known or where the birth date represents an estimated value derived from, for example, forensic evidence, a valid calendar date is to be recorded together with an agency/industry specific date accuracy indicator.	
Example	As recorded on the birth certificate or other official documents. 20060217, where:	
	Code	Description
	20	Two digit century value (YY)
	06	Two digit year value (YY)
	02	Two digit month value (MM)
	17	Two digit day value (DD)

3.5.2 Death date

Name	Death date	
Definition	The date on which a person died.	
Source Standard(s)	AS ISO 8601 and AS 4846	
Data type	Numeric	
Representation class	Date	
Field size max.	8	
Representation layout	YYYYMMDD	
Domain values	Valid calendar date (today's date or past date only)	
Guide for use	In cases where all or some of the death date components are not known or where the death date represents an estimated value derived from, for example, forensic evidence, a valid calendar date is to be recorded together with an agency/industry specific date accuracy indicator.	
Examples	As recorded on certificate for date of death 20060217, where:	
	Code	Description
	20	Two digit century value (YY)
	06	Two digit year value (YY)
	02	Two digit month value (MM)
	17	Two digit day value (DD)

3.5.3 Birth country code

Name	Birth country code																								
Definition	The code that represents the country where a person was born.																								
Source Standard(s)	AS/NZS 2632 and ABS 1269.0																								
Data type	Alphanumeric																								
Representation class	Code																								
Field size max.	4																								
Representation layout	X(4)																								
Domain values	Codes are listed in AS/NZS 2632 and ABS 1269.0																								
Guide for use	Also see Country name code in Clause 5.16. The field size accommodates different length codes used by the different standards. AS/NZS 2632 (which is the same as ISO 3166) allows for both two and three character codes while the Australian Bureau of Statistics use four character codes. Care needs to be exercised when interchanging this data in order to ensure an agreed set of codes is defined. NOTE: Also known as country of birth or birthplace.																								
Examples	<table><tr><th><u>ABS</u></th><th><u>ISO 2</u></th><th><u>ISO 3</u></th><th><u>Description</u></th></tr><tr><td>1101</td><td>AU</td><td>AUS</td><td>AUSTRALIA</td></tr><tr><td>2301</td><td>AT</td><td>AUT</td><td>AUSTRIA</td></tr><tr><td>1201</td><td>NZ</td><td>NZL</td><td>NEW ZEALAND</td></tr><tr><td>3303</td><td>EE</td><td>EST</td><td>ESTONIA</td></tr><tr><td>5202</td><td>ID</td><td>IDN</td><td>INDONESIA</td></tr></table>	<u>ABS</u>	<u>ISO 2</u>	<u>ISO 3</u>	<u>Description</u>	1101	AU	AUS	AUSTRALIA	2301	AT	AUT	AUSTRIA	1201	NZ	NZL	NEW ZEALAND	3303	EE	EST	ESTONIA	5202	ID	IDN	INDONESIA
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3303	EE	EST	ESTONIA																						
5202	ID	IDN	INDONESIA																						

3.5.4 Citizenship country code

Name	Citizenship country code																								
Definition	The code that represents the country that has conferred a person's citizenship.																								
Source Standard(s)	AS/NZS 2632 and ABS 1269.0																								
Data type	Alphanumeric																								
Representation class	Code																								
Field size max.	4																								
Representation layout	X(4)																								
Domain values	Codes are listed in AS/NZS 2632 and ABS 1269.0																								
Guide for use	NOTE: This can be a multiple-occurring data element, e.g. a person with dual/multiple citizenships. Also see Country name code in Clause 5.16. The field size accommodates different length codes used by different Standards. AS/NZS 2632 (which is the same as ISO 3166) allows for both two and three character codes while some others use four characters. Care needs to be exercised when interchanging this data in order to ensure an agreed set of codes is defined.																								
Examples	<table><tr><th><u>ABS</u></th><th><u>ISO 2</u></th><th><u>ISO 3</u></th><th><u>Description</u></th></tr><tr><td>1101</td><td>AU</td><td>AUS</td><td>AUSTRALIA</td></tr><tr><td>2301</td><td>AT</td><td>AUT</td><td>AUSTRIA</td></tr><tr><td>1201</td><td>NZ</td><td>NZL</td><td>NEW ZEALAND</td></tr><tr><td>3303</td><td>EE</td><td>EST</td><td>ESTONIA</td></tr><tr><td>5202</td><td>ID</td><td>IDN</td><td>INDONESIA</td></tr></table>	<u>ABS</u>	<u>ISO 2</u>	<u>ISO 3</u>	<u>Description</u>	1101	AU	AUS	AUSTRALIA	2301	AT	AUT	AUSTRIA	1201	NZ	NZL	NEW ZEALAND	3303	EE	EST	ESTONIA	5202	ID	IDN	INDONESIA
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5202	ID	IDN	INDONESIA																						

3.5.5 Sex code

Name	Sex code	
Definition	The code that indicates the biological (anatomical or chromosomal) distinction between male and female persons.	
Source Standard(s)	AS 4846 and ABS 1285.0	
Data type	Alphanumeric	
Representation class	Code	
Field size max.	1	
Representation layout	X(1)	
Domain values	Preferred are the domain values as defined in ABS 1285.0:	
	Code	Description
	1	Male
	2	Female
	3	Indeterminate
	9	Not stated/Inadequately described
Guide for use	The code recorded at birth after the initial physical examination in a birthing facility. The sex code is only interchanged in very specific circumstances and care should be taken when requiring this field to be recorded. NOTE: Refer to Australian Government Guidelines on the recognition of sex and gender. Code 1—Male: Persons who have male biological characteristics Code 2—Female: Persons who have female biological characteristics Code 3—Indeterminate: Refers to a person who was born with genetic, hormonal or physical sex characteristics that are not exclusively 'male' or 'female'. Indeterminate is normally used for newborns for whom sex has not been determined for whatever reason.	

3.5.6 Gender code

Name	Gender code	
Definition	The code that represents the behavioural, cultural or psychological traits associated with the sex that a person identifies with.	
Source Standard(s)	ABS 1285.0 and AS 4846	
Data type	Alphanumeric	
Representation class	Code	
Field size max.	1	
Representation layout	X(1)	
Domain values	Preferred are the domain values as defined in ABS 1285.0:	
	Code	Description
	1	Male
	2	Female
	3	Non-binary
	9	Not stated/Inadequately described
Guide for use	Code 1—Male: Persons who identify themselves as being male. Code 2—Female: Persons who identify themselves as being female. Code 3—Non-binary: Non-binary refers to any person who does not exclusively identify as either male or female. This field can accommodate different formats depending on the Standard used.	

3.5.7 Relationship status code

Name	Relationship status code	
Definition:	The code that represents the person's couple relationship status at a point in time.	
Source Standard(s)	ABS 1286.0	
Data type	Alphanumeric	
Representation class	Code	
Field size max.	1	
Representation layout	A(1)	
Domain values	Code	Description
	1	Never married
	2	Widowed
	3	Divorced
	4	Separated
	5	Married (registered and de facto) LEGACY DEFINITION
	6	De facto marriage
	7	Registered marriage
	9	Not stated/inadequately described
Guide for use	Start date and end date can be used in conjunction with this data element to determine when the specific relationship status commenced or ceased to be effective. NOTE: Also known as Marital status.	
	Code	Description
	1	Never married: A person who has never been a partner in a legal or registered marriage.
	2	Widowed: A person whose spouse in a registered marriage has died and who has not remarried.
	3	Divorced: A person who has formally ended his or her legal or registered marriage by legal means and who has not remarried. People who have obtained a decree nisi are considered to be divorced.
	4	Separated: A person who was a partner in a legal, registered or de facto marriage, but has left their spouse and not yet divorced.
	5	This is a legacy definition and should not be used in new collections. Legal marriage: A legally married person not separated from his/her spouse. Legally recognized under the <i>Marriage Act 1961</i> .
	6	De facto marriage: The relationship between two people who live together in a couple relationship who are not registered as being married to each other.
	7	Registered marriage: A person is considered to be in a registered relationship with another person (whether of the same sex or a different sex) if the relationship is registered under a prescribed law of a state or territory in Australia prescribed for the purposes of section 22B of the <i>Acts Interpretation Act 1901</i> .
	9	Not stated/inadequately described.

3.5.8 Occupation code

Name	Occupation code	
Definition:	The code that identifies a person's occupation.	
Source Standard(s)	ABS 1220.0 ANZSCO	
Data type	Numeric	
Representation class	Code	
Field size max.	6	
Representation layout	N(6)	
Domain values	Refer to ABS 1220.0 for a valid list of Occupation Codes. (Also ABS 1221.0 Information Paper to ABS 1220.0).	
Guide for use	The coding structure has five hierarchal levels.	
Examples	Code	Description
	Level 1	Major (1st Digit)
	Level 2	Sub-Major (2nd Digit)
	Level 3	Minor (3rd Digit)
	Level 4	Unit Group (4th Digit)
	Level 5	A lower numbered level is required for the next level to exist. A Level 5 occupation cannot exist without a Level 4 Unit Group; a Level 4 Unit group cannot exist without a Level 3 Minor and so on.
	Code	Description
	230300	Specialist Medical Practitioner
	230311	Anaesthetist
	230325	Paediatrician

SECTION 4 ORGANIZATION DETAILS

4.1 GENERAL

This Section sets out details about the organization, including those relating to its name.

Figure 4.1 contains a summary of the data elements associated with the identification of an organization.

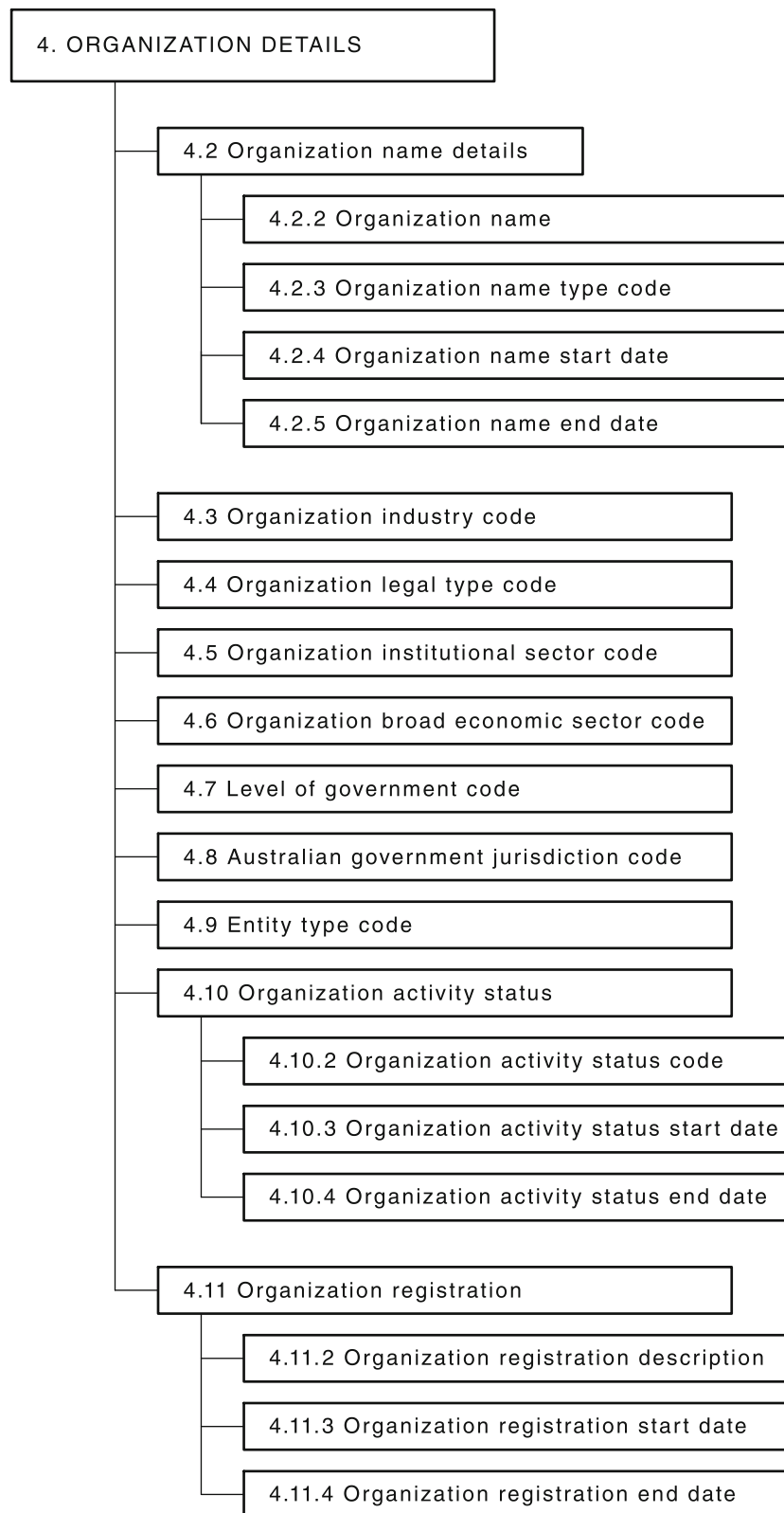


FIGURE 4.1 REPRESENTATION OF ORGANIZATION DETAILS (WITH RELATED CLAUSE NUMBER)

4.2 ORGANIZATION NAME DETAILS

4.2.1 General

An organization may have multiple names. Each name has an associated name type and may have a start and end date.

4.2.2 Organization name

Name	Organization name
Definition:	The text that describes the full title of an organization's name by which it trades or is recognized under.
Source Standard(s)	None
Data type	Alphanumeric
Representation class	Text
Field size max.	200
Representation layout	X(200)
Domain values	Any combination of letters, numbers and special characters.
Guide for use	An organization may have multiple names. If special characters or symbols form part of the name they should be included. This includes all characters from the standard printable ASCII character set such as the letters A-Z, hyphens, commas, apostrophes, @, # etc. as well as the non-standard or extended ASCII characters such as ü, á, é, ®, ™, etc. Mixed case should be used rather than upper case only. NOTE: Naming standards for incorporated companies are defined in the Australian Securities and Investments Commission (ASIC), Schedule 6 of the Corporation Regulations.

4.2.3 Organization name type code

Name	Organization name type code	
Definition:	A code that represents the type of name provided.	
Source Standard(s)	None	
Data type	Alphabetic upper case	
Representation class	Code	
Field size max.	3	
Representation layout	A(3)	
Domain values	Valid code types are:	
	Code	Description
	MN	Main name
	MTR	Main trading name
	OTR	Other trading name
	OTH	Other name
	MAU	Management accounting unit
	LGL	Legal organization name
Guide for use	UNK	Unknown
	The organization name type code is a three-character code as listed above. The associated description should be used for display purposes only.	
	An organization name may have only one organization name type assigned to it.	
	The purpose of the element being collected by an organization is to be clearly defined as an organization may have different name types, e.g. the Business name may not be the same as the Legal name of the organization.	
Examples	The organization name type codes are used as follows:	
	MN	Main name of the organization. This is the name of the entity that appears on all official documents or legal papers. May be the registered Business name where it is different to the Trading name
	MTR	The main name that the organization trades under or the name by which suppliers or customers know the organization. (Also known as Trading name)
	OTR	Alternative trading name for an organization that is not registered.
	OTH	Other name type not listed, e.g. sales and marketing
	MAU	Management accounting unit. These are principal business units for which regular accounts are maintained, e.g. a division of a large business such as BHP's Steel Division. MAUs are ABS defined but are a popular way for large businesses to manage diverse undertakings.
	LGL	This is the name of the owner of the organization that appears on all legal papers.
	UNK	There is no information about the name type