

C 1114

AS 4590—2006 (Incorporating Amendment No. 1)

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- Australian Bureau of Statistics
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Australian Standard®

Interchange of client information

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This Standard was issued in draft form for comment as DR 06354.

Standards Australia wishes to acknowledge the participation of the expert individuals that contributed to the development of this Standard through their representation on the Committee and through the public comment period.

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PREFACE

This Standard was prepared by Standards Australia Subcommittee IT-027-01, Personal and Corporate Data—Representation and Management, for Committee IT-027, Data Management and Interchange to supersede AS 4590—1999.

This Standard incorporates Amendment No. 1 (May 2008). The changes required by the Amendment are indicated in the text by a marginal bar and amendment number against the clause, note, table, figure or part thereof affected.

THIS revised Standard is a result of industry concern at the myriad of data interchange formats used within the information technology industry. The objective of the Standard is to provide industry with a common client data interchange standard 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 the 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, *Geographic information—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, not AS 4590. 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.

A new section, Electronic contact details, has been included 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.

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Interchange of client information

Originated as part of AS 4212—1994.
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Reissued incorporating Amendment No. 1 (May 2008).

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STANDARDS AUSTRALIA

Australian Standard
Interchange of client information

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.

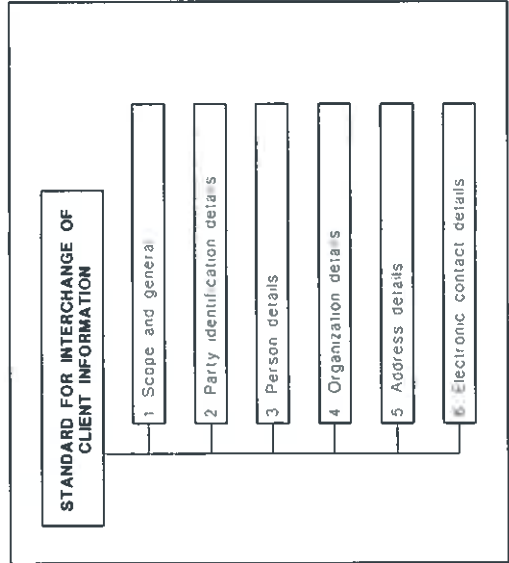


FIGURE 1 REPRESENTATION OF AS 4590 DATA ELEMENTS

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

This Standard does not address data interchange syntax.

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 the Standard may be assembled into an interchange format. The 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 that 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).
- (b) Website of the Office of the Federal Privacy Commissioner:
<http://www.privacy.gov.au/>
- (c) State and Commonwealth legislation and regulations, as applicable.

NOTE: See Appendix F 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 5017 Health Care Client Identification
- AS ISO 8601 Data elements and interchange formats—Information interchange—Representation of dates and times
- AS ISO/IEC 11179 Information Technology—Metadata registries (MDR)
- 11179.3 Part 3: Registry metamodel and basic attributes
- AS/NZS 4819 Geographic information—Rural and urban addressing
- ISO 3166 Codes for the representation of names of countries and their subdivision (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

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