

Guidelines for working with the Sex, Gender, Title and Name Data Types

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Disclaimer

This is not a legal document. It is a set of recommended guidelines made available to organisations to assist them when collecting information from an individual covering sex, gender, title and name. It is up to the organisation to verify any legal interpretations when drawing conclusions within this document about dealing with this data. Justification for some of the conclusions drawn come from reviewing the Australian Privacy Act (see <http://www.privacy.gov.au/law/act>) and the Australian Sex Discrimination Act of 1984.

Introduction

Organisations dealing with individuals (customers) frequently request information from that customer to assist with their business process. A bank requires information to establish the correct identity to prevent fraud. An on-line shop requires information to ship products to the correct location. A government department needs information to distribute welfare payments to the correct individuals. A publisher needs information to establish a legal contract with an author.

Over time, most organisations have accepted the need to store name, sex and address of any individual without considering the implications of storing that data. Like the year 2000 date issue, a number of computer systems are not designed to deal with data covering sex, gender and title, and this has resulted in rigid computer systems causing discrimination (which can be classed as *procedural discrimination*). This has become most noticeable for those who are SGD (see definition below). This issue is not just limited to this group, but impacts all individuals.

This paper provides technical guidelines for organisations to deal with data relating to the sex, gender and title of any individual.

Purpose

To clearly define technically (for computer systems) sex, gender and title. It is anticipated that any organisation can use this document to identify computer systems that do not conform to the guidelines and make corrective steps to adjust those computer systems. In most cases these guidelines simplify the management and will ultimately ensure the accuracy of the data collected. It will also result in cost savings as staff will not be required to deal with customers impacted by any discriminatory procedures.

History

Organisations because of historical cultural reasons might have unwittingly and unintentionally implemented within computer systems they control, procedural discrimination based on sex and gender. It is within any organisations best interest to do their best to remove such discrimination. Being able to conform to a set of internationally recognised standards, organisations will be in a better position to respectfully handle customer data.

Executive Summary

1. The actual data owners are the individuals that the data belongs to. They have the right to request from any organisation without undue delay or question, changes to their data.
2. Organisations are the custodians, not the owners of data.
3. An individual has the right protect themselves from identity theft.
4. Replace the term sex with gender. If sex is stored, be able to ensure that the correct security and procedures are in place to safeguard the confidentiality of that medical information. Ensure only those with the correct qualifications can access that data. Restrictions are in place to ensure that the data is not deliberately or unwittingly made public or given to other organisation (including being shared within government organisations) without the express consent of the individuals.
5. Unless an organisation has a legal right to request access to a birth certificate, they should avoid doing so.
6. Review the need for storing sex or gender. A number of organisations are now starting to realise that there is no business requirement for actually storing this data.
7. Title (salutation) is not a fixed set of values.
8. Gender and Title are fluid items and controlled by the individual. They are not subject to any legal control.
9. No validation checks should be made between gender, sex and title.
10. There should be a clear distinction between legal and preferred name.

Terminology:

i. Organisation

Covers any public or private business, association, business legal entity, government department or group including sporting organisation, charitable groups and incorporations. For this document, an organisation is any entity that requests personal information from an individual.

ii. Sex and Gender.

Sex and gender can best be defined by contrasting different aspects of the other.

“Nature produces human diversity in all manner of physiological manifestations: short, tall, pale, dark-skinned, hairy, bald and so on. In relation to sexing human beings many physiologists, biologists and microbiologists understand that sex is not a bipolar option of either male or female but a collage of many different characteristics such as genetics, gonads, reproductive organs, breast tissue, musculature, stature, brain features and hormonal activation.

Some people have both a mixture of male and female physical characteristics. Other people may have medical conditions that mean they are unable to fulfil the absolute stereotypical physiological male or female criteria. They become a diverse variation on the physical sex theme, therefore intersex or sex diverse

(O’Keefe, Tracie, Sex Gender and Sexuality: 21st Century Transformations. Extraordinary People Press, London 1999.)

This definition highlights that the traditional Male/Female constructs are not sufficient in accurately specifying an individual’s sex.

Gender is a social construct not a physiological feature. One acts out gender in a performance of behavioural social interpretations of what may be considered stereotypically masculine or feminine. There is much confusion with health professionals and the public concerning the difference between sex and gender and for accuracy they cannot be used interchangeably. People act out their gender performance in degrees of femininity, masculinity, androgyny or neuter interpretations (Money, 1986).

To use a feminist analogy, ‘One is not born with a gender, one adopts an agenda. (Money, John, Venuses Penuses: Sexology Sexosophy and Exigency Theory. Prometheus books, New York, 1986.)’

(Sex and/or Gender Diverse People and the Death of Transgender as an Umbrella Term, O’Keefe, Tracie, 2010)

Most organisations when requesting information from an individual regarding sex, actually require gender. A medical organisation might require information about an individual’s sex for the purpose of medical treatment. Some sporting organisations based on their associative rules might require knowledge of the sex of the individual. The Olympic committee has guidelines for determining the sex of a person participating. In most cases the decision of the sex of the individual is deferred to a qualified medical expert. Most sporting organisations have implemented their own guidelines regarding the requirement for requesting the sex of an individual taking into account whether an incorrectly sexed individual would have undue advantage competing in that sport.

What is important to note is that the cultural history of sex and gender typically limits and enforces the two traditional values of Male and Female (M and F). Scientifically, medically and legally this is not a valid assumption one can make. An equally valid and third choice is X, sometimes referred to as indeterminate, maybe unknown or as individuals might stipulate, “I don’t want you to know”.

This last point is quite an important consideration that must be made. Unless there is a legal mandate indicating accurate information must be provided, individuals are not required to provide this information, even when asked for it. Organisations must factor this response into account. The widespread accepted view from the Gen X is that organisations knowing my sex or gender might discriminate against me, has led many to lie about it when asked or refuse to provide it.

SGD

Sex and/or gender diverse (SGD) people are made up from many differing groups including people who are intersex, transexed, transsexual, transgendered, androgynous, without sex and gender identity, cross dressers and people with sex and gender culturally specific differences. They are people who experience variations in physical presentation and social behaviour that is other than stereotypically male or female. Each group may have its own physical, psychological, social, legal and political issues that may not necessarily relate to any of the other groups.

iii. Title

Title also referred to as salutation, is “the word or phrase of greeting (as Gentlemen or Dear Sir or Madam) that conventionally comes immediately before the body of a letter. <http://www.merriam-webster.com/dictionary/salutation>

As most people are not familiar with term salutation, title is used instead. Traditional values of title include:

- . Mr
- . Mrs
- . Ms
- . Miss

Title can infer gender (e.g. Mr, Ms), it can also infer marital status (e.g. Mrs). With a title such as Dr, neither gender nor marital status can be inferred. In some countries some titles are legally protected (e.g. Sir). Only those that have been officially appointed these titles have the rights to use them. Sir though has a double meaning in that it is protected if one uses as part of their name (e.g. Sir John Smith), but can be used in correspondence to address a party generically (e.g. Dear Sir, ...)

For the purpose of this document, title is not the title as used in a greeting, but rather what one uses to help identify a person when they are asked to enter in information describing themselves. A form on a screen might ask for title, name and address. An organisation can then make use of this information when addressing correspondence to them, in particular as part of an address (e.g. To Ms Jane Doe).

Historic and cultural conventions initially limited the use of title to Mr, Mrs and Miss. The use of title is fluid and subject to cultural trends (e.g. Ms is now more popular) and in the next twenty years the use of title is likely to change based largely on the impact of internet trends. For a number of people their preference is to not use a title at all. Its also realistic that some people would like to assign themselves their own title. Its important organisations are prepared to handle this eventuality.

iv. Name

A name is used to traditionally culturally identify an individual. Names are not unique. A name can be composed of one or more words, and in some recent memorable cases even special symbols.

Traditionally, most countries support the concept of a first name and last name, with an option to provide a middle name or initial. Again the combination of these values is not guaranteed to be unique. In combination with an address, the value can be seen to be unique, but still there can be exceptions. Multiple family members living in the same household can share the same first and last name and are distinguished by an additional value like senior or junior.

Asian countries can have completely different rules regarding name. Most for convenience provide English language equivalents. Some are phonetic equivalents, others can be completely alternate names. Numerous Chinese internet users have both a Chinese name and alternate name for use in English based computer systems. In the 1990's as the internet started to grow it was apparent that most couldn't handle Chinese characters, so if a Chinese internet user wanted to buy a product or access a social network they needed to use an English name.

It's thus important to consider that people can have two names. A preferred name which they want to be referred to as, and a legal name. A book company might sign a contract with the author Christine Smith, but the preferred name that the author uses on the book might be Chris Smyth.

The legal name is typically protected and defined within law and initially reflects the name as supplied on the birth certificate. Most countries allow the legal changing of a name, and traditionally in western culture when a woman marries a man she will take on the surname of her husband.

When an individual initiates a contract with an organisation they will need to provide their legal name. A number of organisations will require the legal name to establish identity. A bank will need the legal name when opening an account. When establishing a credit card the legal name will be required in the legal paperwork, but the preferred name can be displayed on the card. These guidelines are based on the defined security requirements of the bank. When a customer makes an online order, their preferred name is more likely going to be used.

To establish friendly customer relations, its best to use the preferred name rather than the legal name especially if the two dramatically differ.

v. Individual, customers, persons

These three terms are used within this document and all of them refer to the same base concept. That of a human being. The core term being individual. A customer implies a commercial relationship between an individual and an organisation. A person implies a specific kind of manifestation of an individual (e.g. a chair person). The three terms are used interchangeably but are there to add context to the definition.

The following is an extract of the key principles as found in the Australian Privacy Act (see <http://www.privacy.gov.au/law/act>)

A number of the recommended guidelines as stated in this document are extrapolated from these principles. It is recommended that organisations become fully acquainted with all the principles.

Principle 1

Manner and purpose of collection of personal information.

.Personal information shall not be collected by a collector for inclusion in a record or in a generally available publication unless:

- (a) the information is collected for a purpose that is a lawful purpose directly related to a function or activity of the collector; and
- (b) the collection of the information is necessary for or directly related to that purpose.

Principle 3

Solicitation of personal information generally.

(d) the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the individual concerned.

Principle 4

Storage and security of personal information.

A record-keeper who has possession or control of a record that contains personal information shall ensure:

- (a) that the record is protected, by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification or disclosure, and against other misuse; and

Principle 5

Information relating to records kept by record-keeper.

(e) the persons who are entitled to have access to personal information contained in the records and the conditions under which they are entitled to have that access;

Principle 9

Personal information to be used only for relevant purposes.

A record-keeper who has possession or control of a record that contains personal information shall not use the information except for a purpose to which the information is relevant.

Principle 10

Limits on use of personal information.

1. A record-keeper who has possession or control of a record that contains personal information that was obtained for a particular purpose shall not use the information for any other purpose unless:

- (a) the individual concerned has consented to use of the information for that other purpose;

Principle 11

Limits on disclosure of personal information.

1. A record-keeper who has possession or control of a record that contains personal information shall not disclose the information to a person, body or agency (other than the individual concerned) unless:

- (b) the individual concerned has consented to the disclosure;
- (d) the disclosure is required or authorised by or under law

Recommended Guidelines

1. The actual data owners are the individuals that the data belongs to.

When an individual provides personal information to an organisation, they are not giving it away. That organisation doesn't own it, control it or have full rights to it. An individual's personal information cannot be treated like a patent or copyright.

They have the right to request from any organisation without undue delay or question, changes to their data.

Most computer systems track historical changes to data. This leads to the possibility that an organisation can capture all changes made regarding sex, gender, preferred name and title. It's important that if this happens customers are made aware of this and given the option of having this data erased. Such information has no business or legal benefit to the organisation and can only result in its misuse if it's kept.

In the case of maintaining an audit trail regarding the legal name of an individual, this is allowed provided the customer is informed. The requirement to maintain a historical trail of legal names of an individual might be required by an organisation for legal reasons and is to be handled separately.

2. Organisations are the custodians, not the owners of data.

Most organisations share the common attitude that if they have captured the data, then they own it. This is not true. An organisation can never own the details of an individual. As already mentioned owning it, implies they have full control over that data, exactly like if they had ownership over a copyright to a book.

This is not the case. An organisation can never own the data of an individual. The conclusion is that they are the custodians of the data. An individual has entrusted the data when requested, to an organisation. There are certain implied trust issues most individuals assume when that data is provided. The main one being that the data they give will not be shared, sold or given to other organisations without their express permission (as covered by the Australian Privacy Act)

Another assumption is that the organisation will not tamper with, modify or misuse the data provided. Employees within the organisation will not access confidential data without the correct authorisation. It is assumed there are safeguards in place to protect that data.

Because of this, organisations should respect the data they are given. They are not entitled to sell this information to other organisations, provide copies freely or shared to any other organisation. They should also ensure correct security checks are in place protecting the data from theft as well as unauthorised access.

3. An individual has the right protect themselves from identity theft.

It is in an individuals best interest to ensure that when they provide personal information to an organisation, that they are given some guarantee that that information will not be misused, used for identity theft or used to discriminate.

An organisation might request access to a birth certificate to verify the legal name of an individual if they cannot provide verification using another document, like a passport. In this case the individual should ensure that the organisation only accesses the name on the certificate and does not access other information. The individual should refuse to allow any copies to be made of the certificate and should ensure that only the information that is required by the organisation is given to them. The organisation should not look to keep information on the individuals parents, birth location, date of birth or sex.

The Australian Privacy ACT states:

“Personal information shall not be collected by a collector for inclusion in a record or in a generally available publication unless:

(a) the information is collected for a purpose that is a lawful purpose directly related to a function or activity of the collector”

The conclusion that can be drawn from this is that an organisation that collects information relating to the sex of an individual must have a lawful purpose in wanting to obtain it. This has resulted in a number of organisations reviewing their actual business requirement for wanting to store it (See Point 6) and deciding not to.

4. Replace the term Sex with Gender.

Most organisations when requesting information about a person's sex do not realise they are confusing this with gender. It must be realised that any organisation storing the sex of an individual is storing medical information. They need to safeguard and protect that information as if they were storing any other confidential medical information.

In addition this requires ensuring only those with the correct qualifications can access that data. Restrictions are in place to ensure that the data is not deliberately or unwittingly made public or given to other organisations (including being shared within government organisations) without the express consent of the individuals.

Most organisations on realising that they have mismatched sex and gender can make a simple cosmetic change on their computer systems changing the wording (and/or internal column name) from sex to gender. Reports and screens can also be easily changed to reflect this change.

For organisations that believe their customer base might not understand the meaning of gender, they should provide an explanation
e.g. Gender (social presentation as male, female or other)

Its also important to note that only a qualified medical practitioner can determine the sex of a child at birth and sometimes that is not possible at that point in time. Its well documented that even an experienced doctor can make mistakes in determining the appropriate sex. Provisions are available to enable the sex on the birth certificate to be changed subsequently when these errors are realised.

When an organisation requests information regarding the sex or gender of an individual they should provide as options Male (M), Female (F) or Indeterminate (X). No organisation has the right to alter this value without the express permission of the individual. An organisation can also not dispute the value entered even if they perceive it conflicts with the gender of the individual.

In the rare case that an organisation is entitled to legally request access to an individuals birth certificate or identity documents to validate the sex specified by the individual. Its important to state that they have no legal recourse to modify the gender as specified by the individual if they believe it conflicts with the identified sex, if they are additionally storing that data value. Refer to Section 7.

5. Unless an organisation has a legal right to request access to a birth certificate, they should avoid doing so.

An individual's birth certificate is a private document whose main purpose is to establish the birth citizenship of the individual. It contains the name assigned at birth, the mother and father, the place of birth, a medically diagnosed sex, and the date of birth.

Some government organisations require access to this for the purpose of establishing identity and to assign additional documentation. The Passport Office requires access to an original copy of the birth certificate or identity documents so that they can establish the identity of the individual and confirm they are a citizen of that country. Section 53 of the Australian Passport ACT, states "The name of the person to whom an Australian travel document is issued must appear on the document." and then includes "(a) the name on the person's birth certificate; or" (Australian Passports Act 2005)

Beyond those organisations given legal permission to request access to these documents, no other business should make an attempt to access to it. As stated in Section 3, an individual has the right to protect themselves from identity theft, and the birth certificate is a very important document which is core for establishing identity.

Most Australian States do not require a birth certificate or identity document to establish identity and are happy to rely on alternate key identity documents like a passport or medicare card, which have already verified the identity using the birth certificate. They use a 100 point check system and use other more readily accessible documentation (e.g. passport, drivers licence, credit cards, Medicare card).

Any individual who is requested to provide a birth certificate or identity document by an organisation should insist that the organisation provide legal proof that they are entitled to request access to it. As discussed in Point 3, the individual should do their best to ensure that when giving access to their birth certificate that they are not opening themselves up to identity theft. As the birth certificate is such a crucial document for establishing identity, access to it should be tightly controlled by the individual.

It is in an organisation's best interest not to request access to an individual's birth certificate or identity document unless they are willing to strictly conform to the Australian Privacy Act. An organisation could unwittingly open themselves up to potential legal action if they request access to a birth certificate or identity document and keep copies of it without strictly following the guidelines in the Australian Privacy Act.

Like storing sex (and ensuring the safety and confidentiality of private medical information), storing information from a birth certificate or identity documents for most organisations is just not a cost effective solution.

6. Review the need for storing sex or gender.

A number of organisations are now starting to realise that there is no business requirement for actually storing this data.

It is a cost saving in maintenance in both staff and technical effort if sex or gender is not stored at all. This saving comes from not having to have staff trained and procedures in place to handle the situation when a customer requests their sex or gender details to be changed.

A number of organisations are already recognising that it is cost effective to not store sex or gender, and is also customer friendly when they do that.

In the ACT in Canberra Australia, the ACT Motor Registry do not store sex or gender on the drivers certificate.

When it comes to storing sex, an organisation should be asking why do we need to know customer medical details? Customers should be asking the same question of an organisation if they are asked this. When the question is phrased this way, it becomes more obvious what they answer should be. In the case of a medical facility which has procedures in place to safe guard the data, then this question is medically sound and makes sense to ask. Even though, not all medical institutions need to know the answer to this question depending on the services they are providing.

Individuals should remember that unless there is a legally proven requirement to provide a correct answer to this question, then the question about an individuals sex does not have to be answered. It is up to the individual based on the situation to determine whether they should enter in M, F or X.

An organisation insisting on requesting a correct answer for the purpose of identification regarding sex is not legally entitled to do this. They should also realise that using sex for the purpose of identification is not a sound method and there are simpler and better methods out there that are available. Most states employ a 100 point system. This is more accurate and easier to use for validation.

Storing gender might be a preferable solution, but again the question has to be asked, in that, what business benefit is there storing the gender of an individual? Is it being stored because culturally that is what one is used to doing? If an individual is asked this question by an organisation, they have the right to provide an answer they want including M, F, X. There is no current legal requirement requiring any organisation to obtain proof or accuracy in having an individual answer the question about their gender. This is important to note. If any organisation requests the gender of an individual, that person has the right to answer the question any way they feel comfortable doing. This includes answering X indicating "I don't want you to know". X can also indicate their sex is not classifiable.

As stated in section 2, organisations should ensure that all data is securely kept and access to it controlled to prevent unauthorised access to it. If an organisation does not store this information, then there is no risk of theft or unauthorised access. This protects the organisation from any potential future legal action if this data was kept and

was improperly handled.

Because of this, some organisations are beginning to realise that there is no sound business justification for storing sex or gender of an individual.

A number of sites follow a similar practice when it comes to storing credit card information about a customer. The security and safeguards can be so difficult to enforce that its best to let the bank handle all these transactions themselves and not store any credit card information locally within the organisation. The storage of credit card information is also subject to the Australian Privacy Act.

The Australian Sex Discrimination Act 1984.

The Australian Sex Discrimination Act entitles some organisational bodies exemptions to the Act. This includes charities, religious bodies, certain cases in insurance, superannuation, educational institutions and combat duties.

In these cases it is up to the organisation to determine whether it is sex or gender they are using as justification for that discrimination. The Act does not define sex. The Act does not mention or define gender. The closest the Act gets is “woman means a member of the female sex irrespective of age.” “man means a member of the male sex irrespective of age.” The Act does not cover the scenario where an individuals sex is medically diagnosed as unclassifiable. The interpretation one can then make is that the Act refers only to the medically diagnosed sex of the individual and not to their gender.

The Act does not give cart-Blanche access to discriminate, but rather describes the scenarios where they are entitled to do so. In this case, the organisation should make it clear to the individual when collecting information regarding sex that they are entitled under the Sex Discrimination Act to use that information as a form of discrimination and clearly describe the situation in which this applies.

Regarding Sporting Organisations:

Section 42 of the Australian Sex Discrimination Act (1984) states “Nothing in Division 1 or 2 renders it unlawful to exclude persons of one sex from participation in any competitive sporting activity in which the strength, stamina or physique of competitors is relevant.”

A sporting association might request a document proving the sex of an individual. In this case it is up to the sporting associations procedures to correctly determine the proper course of action. They might ask for a birth certificate or identity document, but a medically more accurate method is to request a blood test which will look at hormone levels. The answer to this question gets very complicated to correctly answer when one factors in the intersexed/sex diverse population, and in some cases a medical doctor might not be able to actually determine the sex. Additionally most sporting organisations are handling situations regarding sex and/or gender diverse people.

As stated, due to the legal difficulties one can encounter just trying to protect, interpret and ensure there is no sex discrimination, if there is no business benefit in an organisation storing sex, it is more cost effective and simpler if they do not store it.

7. Title (salutation) is not a fixed set of values.

Customers should be able to specify their preferred title.

Legal documentation is not required to be produced indicating a name change if only the title is changing.

e.g. If someone requests a change from Ms to Mrs, then this requires no legal documentation indicating this change. See Section 9.

The title is independent of the sex or gender. No validation checks should be made restricting a title to a sex or gender.

A customer should have the ability to specify their own title if they do not believe the supplied list reflects their title.

In looking at what definitions are available on the internet, the following highlights a commonly agreed set of values in HTML:

```
<select name="title">
  <option> - Select Your Title - </option>
  <option value="Mr.">Mr.</option>
  <option value="Mrs.">Mrs.</option>
  <option value="Miss">Miss</option>
  <option value="Ms.">Ms.</option>
  <option value="Dr.">Dr.</option>
  <option value="Prof.">Prof.</option>
  <option value="Rev.">Rev.</option>
  <option value="Other">Other</option>
</select>
```

<http://snippets.dzone.com/posts/show/866>

In the example cited above the organisation left room for *other*. Though this might be considered to be friendly, it does not leave the individual with a method for being able to express their preferred title if they believe they do not fit to any of the ones defined. As such there must be an ability to for the individual to be able to specify their own title rather than falling into a class of other. A length field of 50 characters should be allowed for with title.

8. Gender and Title are fluid items and controlled by the individual. They are not subject to any legal control.

There are no requirements or rulings stipulating how these values are to be handled. These values are independent of a person's legal name. These values are independent of a person's legally identified sex.

There is no requirement for an individual to provide their gender to an organisation. Valid values to choose from are Male (M), Female (F) and Other (X). Any individual has the right to specify X if they do not want the organisation to know their gender.

No other values for gender beyond M, F and X should be used. From a technical point of view, X can be considered the NULL component in this trinary logical scenario. As a NULL value its meaning can be M, F, unknown, not yet known or not able to be provided.

An organisation has no right to change or modify this value especially if they perceive it conflicts with their viewpoint of what gender and titles are. As they are not the owners of this data, but the custodians, only the individual owner has the right to enact a change on this value.

9. No validation checks should be made between gender, sex and title.

Gender, sex and title are independent values and are in no way related to each way. As such there should be no validation checks of any sort between them.

e.g. A system that enforces the rule that if a title is Mr, then the only value for gender or sex is M, is enacting a discriminatory policy. Any such data validation checks should be removed.

10. There should be a clear distinction between legal and preferred name.

If an Organisation has identified the need to store the legal name of an individual, then they have the right to request legal documentation showing any change in name. An individual will need to produce this documentation to have their legal name changed.

For a preferred name, this is not subject to legal constraints and a customer on request of a name change is not required to produce any documentation proving that change of name.

This is why it is important organisations distinguish between the legal name and the preferred name.

Employers can request the legal name for the purpose of establishing a contract with their employee. Even so a contract can be made and is still binding using preferred name when signed.

Use of this Document

This document is made freely available to anyone. Amendments and additions can be made without prior approval. (e.g. in the case of modifying this document to meet the legal requirements of a country).

It is requested that any amendments are sent back to the author via email at sgtn.datatypes@gmail.com, for inclusion in updated versions of this document.

Those making modifications to this document can attach their name as a co-author. It is requested that this “use of this document” section is not removed. This is to ensure the spirit in which this document is put together is not accidentally or deliberately corrupted.

Change History

Version	Date	Country	Change Made
1.6	16/12/11	Australia	Finalised Australian Version