

Data Exchange Standard – Person Name

Office of the Corporate Chief Information Officer, Strategy and Governance Branch

Version: 1.0

Approved by: Corporate Chief Information Officer	Owner: IMT Policy Program
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Contact: IMT.Policy@gov.ab.ca	Policy Instrument type: Technical Standard

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Standard Statement

Data exchange standards are required to ensure the clarity and the accuracy of data exchanged between Government of Alberta (GoA) applications.

The standard below describes the GoA data standard for each portion of a person’s name (first, middle, last, preferred, etc.) shared between GoA applications. This standard defines a person’s name and applies to the exchange of a person’s name information. It is also recommended for storage and the display of a person’s name.

Authority

Internal use only.

Scope

This standard applies to all Ministries within the GoA.

Standard Specification

The GoA Person Name – Name standard will follow the Data Exchange Standard – Character Set (UTF-8) with the exceptions noted below.

Name																																										
Description	The name (first, middle, last, preferred, other, etc.) of a person.																																									
Format	C60																																									
	Name	C60	<p>A maximum of 60 characters for each portion of a person’s name (first, middle, last, preferred, other, etc.).</p> <p>Permitted Characters;</p> <ul style="list-style-type: none"> Upper and lower case letters Letter-accent combinations; <table border="1"> <tbody> <tr> <td>A/a</td> <td>C/c</td> <td>E/e</td> <td>I/i</td> <td>N/n</td> <td>O/o</td> <td>U/u</td> <td>Y/y</td> </tr> <tr> <td>Á/á</td> <td>Ç/ç</td> <td>É/é</td> <td>Í/í</td> <td>Ñ/ñ</td> <td>Ó/ó</td> <td>Ú/ú</td> <td>Ý/ý</td> </tr> <tr> <td>À/à</td> <td></td> <td>È/è</td> <td>Ì/ì</td> <td></td> <td>Ò/ò</td> <td>Ù/ù</td> <td></td> </tr> <tr> <td>Â/â</td> <td></td> <td>Ê/ê</td> <td>Î/î</td> <td></td> <td>Ô/ô</td> <td>Û/û</td> <td></td> </tr> <tr> <td>Ä/ä</td> <td></td> <td>Ë/ë</td> <td>Ï/ï</td> <td></td> <td>Ö/ö</td> <td>Ü/ü</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> Special characters; period (.), apostrophe (’), hyphen (–) and a space 	A/a	C/c	E/e	I/i	N/n	O/o	U/u	Y/y	Á/á	Ç/ç	É/é	Í/í	Ñ/ñ	Ó/ó	Ú/ú	Ý/ý	À/à		È/è	Ì/ì		Ò/ò	Ù/ù		Â/â		Ê/ê	Î/î		Ô/ô	Û/û		Ä/ä		Ë/ë	Ï/ï		Ö/ö	Ü/ü
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		<p>Non-Permitted Characters;</p> <ul style="list-style-type: none"> • Numbers • The first character of a name, cannot be a period, apostrophe, hyphen or space • The last character of a name cannot be a space or hyphen <p>Name Guidelines;</p> <ul style="list-style-type: none"> • Spell out numbers when used as part of a name or use roman numerals (e.g. third, seventh, II, IV) • A single letter can be a name • Use a space to separate multiple names e.g. Mary Anne • Only use a hyphen when it is part of a given name e.g. Mary-Anne • Cannot contain numbers, non-letter characters, and/or profanity
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References and Supporting Resources

- Alberta Vital Statistics – Name Rules:
<https://www.alberta.ca/register-birth.aspx#choose>
- Person Name - Prefix
A table of salutations that may precede an individual's name to identify social status.
<https://imtpolicy.sp.alberta.ca/standards/ layouts/15/DocIdRedir.aspx?ID=SAU4XS6JAYRN-1770012109-129>
- Person Name - Suffix
The suffix identifies a person's lineage.
<https://imtpolicy.sp.alberta.ca/standards/ layouts/15/DocIdRedir.aspx?ID=SAU4XS6JAYRN-1770012109-130>
- Person Name - Designation
The designation identifies a person's education and/or professional designation.
<https://imtpolicy.sp.alberta.ca/standards/ layouts/15/DocIdRedir.aspx?ID=SAU4XS6JAYRN-1770012109-128>

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- Data Exchange Standard – Character Set (UTF-8)
<https://imtpolicy.sp.alberta.ca/standards/Pages/Data-Exchange-Standard-Character-Set.aspx>

Appendix A

Types of Standards	Description
Technical Standard	These are detailed, unique standards that have developed in response to government IMT policies. Technical standards are intended to be replicable, transferable, and adaptable across ministries and other government agencies. Examples of these could include address data standards or specifications for a single identifier for transacting with government electronically.
Product Standard	An IMT product or specific technology oriented standard that facilitates the task of planning for enhancements and acquisitions within the government's broad information systems environment. As a definitive list of the numerous technologies either employed or under evaluation by Workplace Technology Services, product standards are critical in establishing conformity, interoperability and interchange-ability. Examples of these could include a government-wide standard for document, record management and database, and the list of core products for government workstations.
Process Standard	An established, mandatory business practice that supports IMT projects and existing systems to improve the outcome, diminish risks, and increase reliability. Examples could include business continuity planning processes, threat risk assessment processes, etc.
Reference Standard	An IMT industry standard (either a national or international formal or de facto standard) that has been adopted for use by the Province of Alberta. A Reference Standard may be adopted either as stand-alone or as a precursor to a customized standard or policy document. Examples could include the 1024 bit RSA standard for public key encryption.