



NZRAB Client Consent and Redacting Information from a Project in a Case Study

Approved 27 August 2020

Purpose

1. This policy provides the principles and procedures that allow an applicant to use a client's project without their consent and to redact information from a project in a case study.

Principles

2. In accordance with the NZRAB's Initial Registration Policy, client consent must be obtained for use of their project in the applicant's case study. This is based on the paramount importance of the professional relationship between architect and client.
3. Client projects contain personal information about the client, which is subject to the Privacy Act 1993. This is another reason why their consent is required for use of that information.
4. Use of a client's project without their consent, or redaction of identifying information, will be allowed only where:
 - a) it has not been possible, or would not be practicable, to obtain the client's consent (and the case study would be viable with all confidential/identifying information redacted); or
 - b) the client has consented to the use of their project, but only subject to redactions being made.
5. The Convenor will decide (in accordance with Rule 58C of the Registered Architects Rules 2006) whether the reasons for not obtaining client consent are adequate. If the Convenor decides that the reasons are not adequate, the applicant will be required to make further efforts to obtain client consent or, will be required to not use that project for their case study.

Information which may be redacted

6. The following information may be redacted:
 - Any identifiable context plans that show the city, overall location (suburb etc) and streets
 - Identifiable plans that include addresses
 - Any identifiable elevations or 3D views (e.g. street elevation)
 - Client names and any other personal information about the client
 - Project addresses
 - Clients e-mail addresses and names within strings of emails.
7. In the Case Study project description, the project should have an anonymous description. For example, an alteration and extension. Also ensure that once the information is redacted it can still be easily understood. The appendix documents/sketches/emails/drawings need to remain legible for the architectural content required for the assessors. This may need to be checked by a Convenor.

Process for redaction

8. Where possible any identifying document should be excluded from the appendix information. If this is not possible then identifying information should be masked out.