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| CITY OF HELSINKICulture and Leisure Division   | **RESEARCH PERMIT APPLICATION** |  | **1 (2)** |
| Service       | Date       |
| 1RESEARCHPERMITAPPLICANTOR RESEARCHGROUP’SRESPONSIBLEPERSON | Last name       | First name       |
| Address       |
| Telephone       | Email       |
| Educational/research institution       |
| 2STUDY SUPERVISOR | Name       |
| Office and address       | Telephone       |
| 3STUDY | **Object of study.** What activity or service does the study concern? |
|  | Title and purpose of the study (brief description)       |
|  |  | [ ]  Study plan is attached  |
|  | Level of study  |
| [ ]  | 1 | Doctoral dissertation | [ ]  | 2 | Licentiate thesis | [ ]  | 3  | Master’s thesis |
| [ ]  | 4 | Vocational project | [ ]  | 5 | Other thesis | [ ]  | 6 | Other; please specify:       |
| Main research method (please tick one option)  |
| [ ]  | 1 | Survey | [ ]  | 2 | Interviews | [ ]  | 3  | Document/statistical analysis |
| [ ]  | 4 | Test setup | [ ]  | 5 | Observation | [ ]  | 6 | Other; please specify:       |
| Other methods used |
|       |
| Planned time of data collection  | Estimated time of study completion |
| From  | To  | Date  |
|       |       |       |
| Estimate of additional costs and arrangements for the service (Obtaining material, extracting data from the customer data file, etc.)      |
| 4DOCUMENTINFORMATIONFORWHICHTHISAPPLI- CATIONIS MADE |       |
| 5OTHERINFORMATIONUSEDIN THESTUDY | Other document information; please specify what, from where and with what permits       |
| Other information (e.g. information, samples, etc. obtained from the subjects through interviews/surveys; models of contact and notification letters and consent document to be attached) |
|       |

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| 6RESEARCHDATAPROTECTIONAGAINSTUNAUTHORISEDPROCESSING | Protection method     Data processed by computer; protection method [ ]  1 username [ ]  2 password [ ]  3 file access registration [ ]  4 physical access control [ ]  5 otherIf you choose the ‘other’ protection method, please specify the various processing steps:       [ ]  1 Identifiable data will be removed during analysis [ ]  2 Material will be analysed with identifiable data on the following grounds:Grounds for retaining identifiable data      Person responsible for controlling and legality of the register       |
| 7RESEARCHDATADISPOSALORARCHIVING | **Disposal of the research register** 1 [ ]  The research register will be disposed of when the personal data is no longer needed for conducting the research or ensuring the appropriateness of its results.2 [ ]  All identifiable data will be disposed of. Method and date of disposal (month and year):       |
| 8COMMIT-MENTSANDSIGNA-TURES(The commitment must be signedby everyonewho processesconfidentialinformationduring thestudy) | I undertake not to use the information I receive to the detriment or degradation of the customer or staff member or people close to them or to violate other interests that are protected by the confidentiality obligation and not to disclose the personal information I receive to third parties.I will hand over two copies of the completed research report free of charge to the Culture and Leisure Division’s archives and to the contact person of the service from which the material was collected; address: P.O. Box 25401, 00099 CITY OF HELSINKI. The report can also be submitted electronically. |
| Place and date      | Signature and printed name      | Personal identity code      |
| Place and date      | Signature and printed name      | Personal identity code      |
|  | Address to which the decision is sent       |
|  | Place and date      | Signature and printed name      | Telephone      |
| 9DECISION | The research permit will be granted on the following conditions:       |
| 10CONTACTPERSON(S)AT THE DIVISION’S SERVICE | Name       | Title      | Telephone       |
| Name       | Title      | Telephone       |
| 11DECISIONMADE BY | Decision date       | Decision-maker’s signature, printed name and title       |
| 12ATTACHMENTS |       |