

City of Helsinki, Culture and Leisure Division's instructions for filling in the research permit application

Service: Provide the concerned service package of the division. Options: library, culture, sports, youth or administration. If necessary, provide two or more service packages.

1. **Research permit applicant or research group's responsible person:** Provide the contact information of the applicant or responsible person.
2. **Study supervisor:** Provide the contact information of the study supervisor.
3. **Study:**
 - **Object of study:** Provide the concerned activity or service of the Culture and Leisure Division.
 - **Title and purpose of the study:** Provide the title and add a brief description of the study. It is recommended to include the study plan or a similar document as an attachment.
 - **Level of study:** Select from the options.
 - **Main research method:** Select from the options.
 - **Other methods used:** Elaborate on the research methods, if there are more than one.
 - **Planned time of data collection:** If the study involves data collection, for example with surveys or interviews, please indicate the data collection time period.
 - **Estimated time of study completion:** Provide the estimated date of study completion. This date will also be used as the expiration date of the research permit, unless a different date is agreed separately.
 - **Estimate of additional costs and arrangements for services:** Briefly describe, for example, whether staff attendance is planned for customer interviews. It is recommended to agree on arrangements in advance when discussing the conduct of the study with the contact person of the concerned unit or service.
4. **Document information for which this application is made:** List the existing Culture and Leisure Division's documents or data for which you are applying the permit.
5. **Other information used in the study:**
 - **Other document information; please specify what, from where and with what permits:** You can complete here the information provided in point 4. For example, if you are planning to combine data from the Culture and Leisure Division with other data. Mention in particular if the combining of data involves personal data or the combining of data enables the identification of individuals.
 - **Other information:** Describe here in more detail how the data is collected from the subjects, how they are informed and what kind of consent they are asked to sign for the use of the data. If you have separate documents related to this point, you can add them as attachments and just refer to them in this point.
6. **Research data protection against unauthorised processing:**
 - **Protection method:** Describe here how you will ensure that the research data can be processed only by persons who are necessary for the conduct of the study. For example, if you have at your disposal specifications or documentation of your own research institute, educational institute or research project concerning the protection and processing of data, you can add them as attachments and refer to them in this point.
 - **Data processed by computer; protection method:** Choose from among the options those that describe the protection of electronic data.

- **If you choose the 'other' protection method, please specify the various processing steps:**
If you chose option 5 in the above point, describe the protection method in more detail here.
 - **Choose 1 or 2** depending on whether the identifiable data in the data will be removed during analysis or whether they will be used in the analysis.
 - **Grounds for retaining identifiable data:** If you chose option 2 in the previous point, please provide grounds for using the identifiable data as part of the analysis. Also specify how the analysed data will be presented in the research report, thesis or publication, and how you will ensure that they will not contain any personal data and that the persons cannot be identified.
 - **Person responsible for controlling and legality of the register:** Indicate the person responsible for controlling the register, i.e. collecting, storing and disposing of the data. By default, the person responsible is the permit applicant.
7. **Research data disposal or archiving:**
- **Disposal of the research register:** Choose 1 if all the data obtained in the study will be disposed of at the end of the study. Choose 2 if all identifiable data and personal data will be disposed of, but the other research data will be stored for research purposes. If necessary, use a separate attachment to describe what kind of data will be stored, why and how. For example, if the data will be stored in a common repository of data in the field of science or similar.
8. **Commitments and signatures:** Provide the details of all persons who will be processing personal data or other confidential information. If there are more than two persons, continue the list on a separate attachment and submit it with the application.
- **Address to which the decision is sent:** If the research permit application has been submitted electronically to the City of Helsinki Registry Office, the decision is sent by default to the e-mail address used in submitting the application. Please indicate here if you would like the decision to be sent to another address. If the research permit application is submitted to the Registry Office in paper form, it is important to provide the address for sending the decision here.
9. **Decision:** This will be filled in by the division at the time of application processing.
10. **Contact person(s) at the division's service:** Indicate the person(s) with whom you have agreed on conducting the study within the division. If necessary, the contact persons will provide additional information for the processing of the application and they will also be informed of the permit decision.
11. **Decision made by:** This will be filled in by the division at the time of application processing.
12. **Attachments:** List the attachments that accompany this application.